



GLADSTONE PARKS & RECREATION ADVISORY BOARD

Parks & Recreation Office - 901 Montana Avenue
June 03, 2025
6:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) PARKS & RECREATION REGULAR MEETING MINUTES OF 05-06-2025

OLD BUSINESS

- [2.](#) GLADSTONE AREA PICKLEBALL USE AGREEMENT
- [3.](#) BYLAWS - DEPARTMENT AND BOARD RESPONSIBILITIES

NEW BUSINESS

4. VAN CLEVE PARK TREE REMOVAL SUBCOMMITTEE REPORT

DIRECTOR'S REPORT

BOARD MEMBER COMMENTS

ADJOURNMENT



Parks & Recreation Office
901 Montana Avenue
May 6, 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

Cathy Sjoquist
Gary Stevenson
Bob Bosk
Anne Pfothhauer
John DeFiore

ABSENT

Roger Aho
Jay Bostwick

STAFF PRESENT

Wendy Taavola, Director

PUBLIC COMMENT

Rich Beauvais, representative of Gladstone Area Pickleball, introduced himself.

APPROVAL OF MINUTES

Member DeFiore pointed out the following errors in the minutes.

1. Addition of John DeFiore as PRESENT
2. Addition of "and revisiting rental fees." after "Member DeFiore discussed kayak rentals in the harbor" in the 4th bulleted item under NEW BUSINESS, City Master Plan.
3. Addition of "and stump" after "Member DeFiore also initiated as discussion regarding tree" in the 6th bulleted item under NEW BUSINESS, City Master Plan.
4. Addition of "John DeFiore: No Comment" under BOARD MEMBER COMMENTS.

Motion made to approve minutes of April 4, 2025 meeting with the correction of the four errors, by Stevenson, seconded by Pfothhauer.

Voting Yea: ALL

MOTION CARRIED

OLD BUSINESS

Gladstone Area Pickleball Use Agreement – Member DeFiore initiated discussions on the first section of the document headlined: Under the direction of Gladstone Area Pickleball’s Board of Directors, Gladstone Area Pickleball will be responsible for the following:

Item #1: Member DeFiore asked for clarification of the Gladstone Pickleball Courts Maintenance Plan referenced in the use agreement. It was stated that the maintenance plan document was in the agenda packet for this meeting.

Item #4: Member DeFiore asked if there is a set schedule for “organized court play programming and scheduling”. Mr. Beauvais stated that club play is every morning until noon, which is for members of Gladstone Area Pickleball. He also stated that the public is not precluded from playing during these times, but play is organized by court and people who wanted to play are asked to play within these parameters. Member Stephenson inquired about the situation of a tourist or a member of the public showing up during this time, would they have to join the club, or would a court be open for them. Mr. Beauvais stated that there would not be a public court during this time, but there would be a beginners/novice/social court organized by the club. They could join in the club rotations.

Member Stephenson stated that the prime time for play is during the cooler mornings. Mr. Beauvais stated that the wind is usually a bigger issue, but they are installing windscreens soon. Mr. DeFiore inquired, “What prevents the club from freeing up a court for public who do not want to play with the club?” Mr. Beauvais explained that the club could have twenty people waiting to play at a time and leaving one court open would not make sense. Member Sjoquist suggested that the club could use all of the courts, but if someone shows up to play on their own or even volley, open a court up for them.

The discussion moved on to issues that have been brought to the attention of the board and the department of the conduct of some of the players of the club. Mr. Beauvais informed the board that the club now has a Code of Conduct policy and an advisory council to enforce it. It was agreed that all the issues brought to the board members will be brought to the Director, who will take them to the club code of conduct advisory council. Mr. Beauvais offered to give the department the Code of Conduct policy document and contact information of the advisory council. Member Bosk requested the club play rules be posted at the courts.

Director Taavola emphasized the need for one court to be designated, PUBLIC OPEN PLAY COURT, during club play. This should be posted on the court. The board and Mr. Beauvais agreed to this and also that a 30-minute limit should be posted to avoid extended waiting times for groups wanting to use the court.

Item # 5: Member DeFiore stated that a minimum timeframe of when tournament or special event schedule should be submitted to the city. The board and Mr. Beauvais agreed on submitting the scheduled to the city a minimum of two weeks prior to the tournament or special event.

Item #6: Donations made directly to the city would be managed by the city.

Item #8: Mr. Beauvais and the board agreed that the courts should be open from May 1st – September 30th weather permitting. Agreement was made on the courts being open from dawn to dusk during these dates.

PUBLIC FACILITY OPERATION:

Item #3 Annual membership fee of Gladstone Area Pickleball is \$20, no daily fee.

Member DeFiore also stated that this agreement be reviewed on an annual basis. Mr. Beauvais expressed his concern about future use of the courts by the club. The agreement will not be revoked for unsubstantiated reasons.

Member Stephenson requested the club be accommodating to more open public play during baseball tournaments at the Sports Park. A bullet point will be added to the document stating the city shall submit a request to the club during tournaments.

The board thanked Mr. Beauvais for coming to the meeting and for heading up the project. The courts are a great addition to the Sports Park. The changes to the document will be made by Director Taavola for approval at the next meeting.

Pram Shack and Sail School Update – Troy Drebenstedt presented the design plans for the Pram Shack project. The design plans are close to complete with the exception of engineered trusses. All three engineered truss quotes have not been received as of this meeting, The truss documentation is required for the county building permit. The building will have power, no water. The project should be built in June.

Mr. Drebenstedt also updated the board on the 2025 Sail School program. The Sail School board has The program will have 2 one-week classes, and possibly a third week focusing on sail racing partnering with the Escanaba Yacht Club. Week one would be for intermediate/advanced students and the second week for beginners. The program was successful last summer, and it seems to be gaining popularity

Mr. Drebenstedt expressed the desire of the Sail School board to keep the cost low for attending sail school. This creates a need for fundraising for the program. There are plans for fundraising on the 4th of July and in the future each spring.

Member Sjoquist inquired about the plans for land mooring near the pram shack and security. Mr. Drebenstedt stated that the plan is for 5 or 6 land mooring sites. The need for security cameras may come up in the future.

Mr. Drebenstedt thanked the board for their time.

NEW BUSINESS

Bylaws – Department and Board Responsibilities – Chair Sjoquist made a motion for the board to table this topic for discussion next meeting.

DIRECTOR'S REPORT

Concessions at the Snack Shack are up and running. The department has 11 seasonal workers assigned to the concessions. A seasonal employee starts tomorrow and will be dedicated to maintenance at the Sports Park. The department continues to receive applications for seasonal employees. The department seasonals in the following areas: 8 in the parks, one sports park maintenance, two for full-time harbor coverage, and 4 for the campground office. There is still a need for campground grounds maintenance.

Fourth of July parade and vendor applications will be on the website soon. The department is working on the planning of the celebration.

Opening the parks this season has brought some plumbing issues to light for future project planning.

The Native American Statue Pavilion project should be starting soon.

BOARD MEMBER COMMENTS

Anne Pfothauer: No comments

Roger Aho: No comments

Gary Stevenson: Stevenson said that all of the work done this spring at the campground looked nice. He stated that there was an article in the paper about a wilderness trail grant used by the City of Escanaba. Stevenson also inquired about phase 3 in the harbor. Director Taavola stated that the harbor project plans are not complete, and the project will be moved to next spring,

Bob Bosk: Bosk asked if we needed more flower bulbs. Member Sjoquist stated that they can be put on the side of the building.

Cathy Sjoquist: Sjoquist asked if the boat launch tags are the same color each year. Director Taavola stated that they are different each year. Sjoquist also stated that the conservation district has been planting trees in Ludington Park in Escanaba and they would also like to continue the project in Van Cleve. The campground subcommittee (Roger Aho, Cathy Sjoquist, and Kathy Pepin) met. The campground needs a new ice machine. The campground website should include information about the Pepins. They have been hosts at the campground for many years. The “no fishing” signs should be made more visible in the harbor.

John DeFiore: DeFiore inquired about whether there was going to be a meeting on the trees in the park. The dock that is being repaired at the boat launch should be priority, one dock will not be enough all season. He also asked if the transient docks will be reset.

ADJOURNMENT

There being no further business before the board, Pfothenauer motioned; Aho seconded to adjourned meeting at 8:55 pm.

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 31st, 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 facility use.
- 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, if no public is using the court, Gladstone Area Pickleball is welcome to utilize the public court.
3. Public is welcome to participate in Gladstone Area Pickleball “organized court play programming and scheduling” with 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

**CITY OF GLADSTONE
PARKS AND RECREATION ADVISORY BOARD**

MISSION:

"Our mission is to provide safe, efficient, quality recreational opportunities."

ARTICLE 1. PURPOSE.

These bylaws are adopted by the City of Gladstone Parks and Recreation Advisory Board, hereinafter called the "Board", for the orderly conduct of its meetings, as outlined in the City of Gladstone Ordinance 486.

ARTICLE 2. MEMBERSHIP.

Sec 2.1. Composition.

1. The Board shall consist of seven members who shall be appointed by the City Commission.
2. The Director of Parks and Recreation shall serve as a nonvoting permanent member.

Sec 2.2. Eligibility.

1. A person shall *not be eligible* for appointment to the Board if:
 - a. they hold any public office, elective or appointive under the City Charter; or
 - b. if they do not meet the eligibility requirements for holding public office as provided in the City Charter.

Sec 2.3. Compensation.

Members of the Board shall serve without compensation.

Sec 2.4. Terms.

1. All members of the Board, other than the Director of Parks and Recreation, shall serve a term of three years.
2. New members shall be appointed in staggered terms so that reappointment or replacement members shall serve full three-year terms with different expiration dates.

Sec 2.5. Attendance.

A board member who is absent for three (3) consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's position. This does not apply to:

- an absence due to illness or injury of the board member.
- an illness or injury of a board member's immediate family member, or
- the birth or adoption of the board member's child for 90 days after the event.

The board member must notify the Parks and Recreation Director of the reason for the absence no later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.

Sec 2.6. Vacancies.

Vacancies that occur before the expiration of any office terms shall be reported by the Board to the City Commission and shall be filled by appointment for the unexpired term.

ARTICLE 3. RESPONSIBILITIES.Sec 3.1. The Board.

1. Shall act solely in an advisory capacity to the City Commission and the Director of Parks and Recreation.
2. At the first meeting of the year, the Board shall elect one of its members as chairman and such other officers as the members deem necessary.
3. 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.
4. 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.
5. Shall make sure the rules, regulation and ordinances governing the parks, public land and waters of the city are adequately enforced.

6. Shall develop on an annual basis at the February meeting 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.
7. Shall recommend to the City Commission the adoption of a schedule of activities which require a permit on both an annual and daily basis.
8. Shall adopt by resolution a list of recreational activities which can only be done within the city parks and recreation system after the issuance of the appropriate permit.
9. The Board and its members shall not incur any expense or create any obligation or liability upon the city. If any expenditure on city funds may be required in connection with the functioning of the Board, prior approval of such expenditure shall first be obtained from the city commission.
10. A member of the Board shall assist in the interview and selection process for the Parks and Recreation Director.

Sec 3.2. The Chairperson.

1. Shall retain his or her ability to discuss, make motions and vote on issues before the Board.
2. Shall preside at all meetings with all powers under parliamentary procedure; utilize Roberts Rule of order.
3. Shall restate all motions as pursuant to Article 4, Section 4, of these Bylaws.
4. Shall appoint committees.
5. Shall appoint officers of committees or choose to let the committees select their own officers.
6. May call special meetings pursuant to these Bylaws.
7. Review with the Parks and Recreation Director, prior to a Board meeting, the items to be on the agenda if he or she chooses.
8. Periodically meet with the Parks and Recreation Director and/or other Parks and Recreation Department staff to review Parks and Recreation Department operations, procedures, and to monitor progress on various projects.
9. Act as the Board's and Parks and Recreation Department's chief spokesman and lobbyist to represent the Board at local, regional, and state government levels.

ARTICLE 4. MEETINGS.Sec 4.1. Regular Meetings.

Meetings of the Board shall be held the first Tuesday of every month at 6:30 pm at the Parks and Recreation Department office. If there is a change in the schedule of the regular meetings of the Board, there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

Sec 4.2. Special Meetings.

Special Meetings shall be called in the following manner:

- a. By the Chairperson
- a. Notice of special meetings shall be given to the Parks and Recreation Director at least forty-eight (48) hours prior to such a meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.

Sec 4.3. Recess.

The Chairperson, after the meeting has been in session for two hours, shall suspend the Board's business and evaluate the remaining items on the agenda. The Board shall then decide to finish that meeting agenda or postpone certain agenda items to the next meeting.

Sec 4.3. Quorum.

Four (4) voting members regardless of whether vacancies exist or not, shall constitute quorum for the transaction of business and taking official action for all matters before the Board. Whenever a quorum is not present at a regular or special meeting, those present shall adjourn the meeting to another day.

Sec 4.4. Motions.

Motions shall be restated by the Chairperson before a vote is taken.

Sec 4.5. Voting.

Voting shall be by voice and shall be recorded as passing or failing. Roll call votes will be recorded only upon request by a member of the Board and shall be recorded by “yes” or “no”. Members must be present to cast a vote. Voting by proxy shall not occur. The affirmative vote of a majority of those present or a quorum, whichever is greater, shall be necessary for the adoption of motions.

Members who have a known conflict of interest shall abstain from voting on conflicting matters.

Sec 4.6. Parliamentary Procedure.

Parliamentary procedure in Board meetings shall be informal. However, if required to keep order, Board meetings shall then be governed by Roberts Rules of Order Newly Revised (10th Edition, Perseus Publishing, New York, 2000) for issues not specifically covered by these bylaws. Whereas these Bylaws conflict or are different than Roberts Rules of Order, then these bylaws control.

Sec 4.7. Public participation.

All regular and special meetings, hearings, records, and accounts shall be open to the public.

1. Public comment on all items should be presented at the beginning of the meeting as provided during the agenda item for public comment. Public comments are at the beginning of the meeting so the Board can hear concerns and questions before acting on an issue. Those making public comments are expected to be familiar with the issue and have prepared comments ahead of time. To help the public in preparing for the meeting, any written material shall be made available without cost for members of the public asking for a copy prior to the meeting.
2. The Chairperson may limit the amount of time allowed for each person wishing to make a public comment at a Board meeting.

Sec 4.8. Agenda.

The Parks and Recreation Director, or designee, shall prepare an Agenda for each meeting and the order of business shall be as follows:

1. Call to order
2. Roll call
3. Public Comment
4. Approval of Minutes
5. Unfinished Business
6. New Business
7. Director's Report
8. Board Member Reports and Comments
9. Adjournment

Sec 4.9. Delivery of Agenda.

The agenda and accompanying materials shall be emailed to Board members, so it is reasonably expected to be received on the Thursday prior to the meeting date.

Sec 4.10. Placement of Items on the Agenda.

1. The Parks and Recreation Department shall be the office of record for the Board.
2. The deadline to add items to the Board's meeting agenda shall be seven business days prior to the next regularly scheduled Board meeting.
3. Special consideration shall be given to agenda requests made after the deadline to accommodate priority schedules.

ARTICLE 5. RECORDS.Sec 5.1. Minutes and Record.

A record of Board meetings, which, shall include the following:

1. Copy of the meeting posting.
2. Copy of the minutes, and all its attachments which shall include:
 - a. A summary of the meeting, in chronological sequence of occurrence:

- b. Time and place the meeting was called to order.
- c. Attendance
- d. Indication of others present (listing names if others choose to sign in and/or a count of those present).
- e. Summary or text of points of all reports given at the meeting, and who gave the report and in what capacity. An alternative is to attach a copy of the report if offered in writing.
- f. Summary of all points made in public participation or at a hearing and an indication of who made the comments. An alternative is to attach a copy of the public's statement, petition, or letter if it is provided in written form.
- g. Full text of all motions introduced, whether seconded or not, who made the motion and who seconded the motion. For each motion, the following should be included:
 - i) Who testified and a summary of what was said.
 - ii) A statement of what is being approved.
 - iii) What exhibits were submitted (if any).
 - iv) What evidence was considered (summary of discussion by members at the meeting).
 - v) The decision (e.g. approve, deny, approve with modification).
- h. Who called the question.
- i. The type of vote and its outcome.
 - i) If a roll call vote, indicate who voted yes, no, abstained or a statement the vote was unanimous.
 - ii) If not a roll call vote, then simply a statement: "the motion passed/failed after a voice vote."
- j. That a person making a motion withdrew it from consideration.
- k. All the Chairperson's rulings.
- l. All challenges, discussion and vote/outcome on the Chairperson's ruling.
- m. All parliamentary inquiries or point of order.
- n. When a voting member enters or leaves the meeting.
- o. When a voting member or staff member has a conflict of interest and when the voting member ceases and resumes participation in discussion, voting and deliberations at a meeting.

- p. Full text of any resolutions offered
 - q. Summary of announcements.
 - r. Summary of informal actions, or agreement on consensus.
 - s. Time of adjournment.
3. Records of any action, support documents, maps, photographs, correspondence received, attached as an appendix to the minutes.

Sec 5.2. Retention.

Board records shall be preserved and kept on file according to the following schedule:

- a. Minutes, other records of decisions, Board or department publications: Permanent.
- b. Correspondence: Permanent.

ARTICLE 6. COMMITTEES.

Sec 6.1. Ad Hoc Committees.

The Board or Chairperson may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.

Sec 6.2. Citizen Committees.

The Board, Chairperson, or Parks and Recreation Director may establish and appoint citizen committees with the consent of the Board. Membership can be any number, so long as less than a quorum of the Board serves on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the issue before the Board and to better represent various interest groups in the City of Gladstone.

ARTICLE 9. RULES OF PROCEDURES FOR ALL COMMITTEES.

Section 9.1. Subservient to the Board.

All committees are subservient to the Board and report their recommendations to the Board for review and action. The Board can overrule any action of any committee.

Sec 9.2. Same Principles.

The same principals of these Bylaws for the Board also apply to all committees of the Board.

ARTICLE 10. OTHER MATTERS TO BE CONSIDERED BY THE BOARD.

Board Action. The following matters shall be presented for consideration at a meeting of the Board:

- a. At least annually, the adoption of priorities for the Board's plan of work.
- b. Annually, preparation of an annual report of the Board.
- c. Office, or Administrative Policy.
- d. Such other matters as the Director shall find advisable or essential to receive consideration by the Board.

ARTICLE 11. ADOPTION, REPEAL, AMENDMENTS.

Upon adoption of these Bylaws, they shall become effective and all previous Bylaws shall be repealed.

- The Board may suspend any one of these Bylaws, for a duration of not more than one agenda item or meeting.
- These Bylaws may be amended at any regular or special meetings by a two-thirds (2/3) vote of the appointed members.
- Proposals to amend these Bylaws may be made at a regular meeting of the Board. However, the final vote on proposed amendments shall be delayed until the next regular meeting of the Board.

Parks & Recreation Advisory Board Recommendation for Adoption:

(Date)

City Commission Adoption:

(Date)