



GLADSTONE PARKS & RECREATION ADVISORY BOARD

City Hall Chambers - 1100 Delta Avenue

October 06, 2026

6:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

PUBLIC COMMENT

APPROVAL OF MINUTES

1. Approval of Minutes from 9.8.26 Meeting of the Recreation Advisory Board

UNFINISHED BUSINESS

2. Gladstone Area Pickleball Use Agreement Annual Review

NEW BUSINESS

3. Bill Bullen Pier - Carol Bullen Borden
4. Parks & Rec Volunteer Program - Volunteer opportunities, safety/waiver requirements, and draft volunteer form.
5. Community Volunteer & Beautification Initiative - Explore connecting volunteers with local beautification and service projects throughout the community, beyond the Parks and Rec Department.

DIRECTOR'S REPORT

6. Update on the Five-Year Recreation Plan

BOARD COMMENTS

ADJOURNMENT



GLADSTONE PARKS & RECREATION ADVISORY BOARD

City Hall Chambers - 1100 Delta Avenue
September 08, 2026
6:30 PM

Item 1.

MINUTES

CALL TO ORDER

The Recreation Advisory Board meeting of 09/08/2026 was called to order by Cathy Sjoquist at 6:30 PM.

ROLL CALL

PRESENT

Anne Pfothenauer
Cathy Sjoquist
John DeFiore
Kristyn Madalinski
Roger Aho

CONFLICTS OF INTEREST

No conflicts of interest.

PUBLIC COMMENT

Kathy Syverson, resident of 915 Michigan Avenue, spoke regarding the administration of the campground and the impact it has had on her.

APPROVAL OF MINUTES

1. Approval of Minutes from 8.04.2026 Meeting of the Recreation Advisory Board
Motion made by Pfothenauer, Seconded by Madalinski.

UNFINISHED BUSINESS

2. Gladstone Area Pickleball Use Agreement Annual Review
The board briefly discussed the agreement and agreed to table the item for a later date.

NEW BUSINESS

3. Gladstone Bay Campground Feedback Discussion
John DeFiore initiated the discussion regarding the claims brought to the board at the August 4, 2026, meeting. He summarized the facts he gathered prior to the meeting. Cathy Sjoquist also summarized the information she had gathered. The board discussed issues brought by the campers and also the facts gathered surrounding the policy implementation. A motion was made to leave the policy in place for the full year and revisit the topic in January to analyze the impacts of the policy.
Motion made by DeFiore, Seconded by Aho.

4. 2027 Five -Year Recreation Plan Board Subcommittee

Item 1.

The following board members volunteered for the Five-Year Recreation Plan subcommittee: John DeFiore, Roger Aho, and Cathy Sjoquist.

DIRECTOR'S REPORT

5. Harbor Phase II Project Update: Wendy Taavola updated the board on the bids that came in for the Harbor Phase II Renovation dockage, electrical and plumbing project scopes.
6. Volunteering in the Department: Wendy Taavola gave the board information regarding volunteering for the department and the procedures that need to be followed to reduce the risks involved in certain tasks.

Wendy Taavola announced the MMRMA grant award for 50 percent of the beach wall materials.

BOARD COMMENTS

No comments.

ADJOURNMENT

There being no more business before the board, a motion was made to adjourn at 8:00 PM.

Motion made by Pfothenhauer, Seconded by DeFiore.



Board:	Recreation Advisory Board
Agenda Date:	September 8, 2026
Department:	Recreation
Presenter:	Wendy Taavola, Director

Staff Report

Agenda Item Title:

Gladstone Area Pickleball Use Agreement Annual Review

Background:

The Gladstone Area Pickleball group spearheaded and fundraised the project to install the pickleball courts at the sports park. The city and the group created the agreement last fall to ensure proper use of the public-owned facilities. Bob Bosk requested a review of the current agreement now that a year has passed.

Fiscal Effect:

None

Supporting Documentation:

Gladstone Area Pickleball Use Agreement

Recommendation:

The department recommends a review of the current agreement and if the board sees it as necessary, further discussion with the Gladstone Area Pickleball group.

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

CITY OF GLADSTONE

PARKS & RECREATION VOLUNTEER PROGRAM

Volunteer Expectations & Guidelines

Thank you for volunteering to help make Gladstone's parks, public spaces and community facilities better for everyone. Volunteers are an important part of our community and are asked to follow these guidelines to help ensure a safe, positive and productive experience.

VOLUNTEER EXPECTATIONS

1. Follow City Direction

Volunteers will participate in projects approved and assigned by the City of Gladstone Parks & Recreation Department. Volunteers should follow instructions provided by Parks & Recreation staff or the designated volunteer leader.

2. Commitment & Scheduling

Volunteers are asked to make a reasonable commitment to the project or activity for which they have volunteered. Specific dates, times, meeting locations and project details will be communicated by Parks & Recreation as schedules are established.

If you are unable to participate after committing to a project, please notify the designated City contact as soon as possible.

3. Safety First

Safety is the priority for every volunteer project.

- **No power tools may be used by volunteers.**
- Volunteers may only perform tasks that have been approved by Parks & Recreation.
- Volunteers should not operate City vehicles, machinery or specialized equipment unless specifically authorized and properly trained.
- Volunteers should use appropriate personal protective equipment when required.
- Volunteers should wear clothing and footwear appropriate for the work and weather conditions.
- Volunteers should immediately report an injury, unsafe condition, damaged equipment or other safety concern to the City representative.

4. Work With Others

Volunteers should work cooperatively and respectfully with City staff, other volunteers and

members of the public. Volunteers should not undertake work independently or alter a project without approval from the designated City representative.

5. Appropriate Conduct & Appearance

While participating in a City-sponsored volunteer activity, volunteers are representing the City of Gladstone and are expected to conduct themselves in a respectful, responsible and appropriate manner.

Volunteers are expected to:

- Treat others with courtesy and respect.
- Follow applicable City policies, park rules and safety requirements.
- Refrain from harassment, threatening behavior or inappropriate conduct.
- Not participate while under the influence of alcohol or drugs.
- Dress appropriately for the work being performed and the public setting.

6. City Property & Equipment

Volunteers will treat City property, facilities, tools and equipment with care and will report damage or problems to the designated City representative.

Personal tools or equipment should not be brought or used for a volunteer project unless specifically approved by Parks & Recreation.

7. Supervision

Volunteers will work under the direction or supervision designated by Parks & Recreation. Volunteers should not work alone on City volunteer projects unless specifically authorized by Parks & Recreation.

8. Right to Stop Work

Any volunteer or City representative may stop work if they believe a task or condition presents an unsafe situation. Work will resume only when the concern has been addressed and the City representative determines that it is appropriate to continue.

VOLUNTEER INFORMATION

Volunteer Name: _____

Phone: _____ **Email:** _____

Emergency Contact: _____

Emergency Contact Phone: _____

Volunteer Project/Activity: _____

Preferred Volunteer Availability: _____

I have read and understand the Volunteer Expectations & Guidelines above and agree to follow them while participating in the City of Gladstone Parks & Recreation Volunteer Program.

Volunteer Signature: _____

Date: _____

Parks & Recreation Representative: _____

Date: _____

CITY OF GLADSTONE

PARKS & RECREATION VOLUNTEER PROGRAM

VOLUNTEER PROJECT INFORMATION SHEET

PROJECT INFORMATION

Project Name: _____

Project Location: _____

Project Date(s): _____

Start Time: _____ Estimated End Time: _____

Meeting Location: _____

Primary City Contact: _____

Phone/Email: _____

PROJECT DESCRIPTION

What is the purpose of this project?

What will volunteers be doing?

VOLUNTEER TASKS

Check all that apply:

- ☐ Litter/debris pickup
- ☐ Raking/leaf cleanup
- ☐ Weeding/planting
- ☐ Painting/staining
- ☐ Landscaping/beautification
- ☐ Cleaning
- ☐ General maintenance assistance
- ☐ Event setup/cleanup
- ☐ Other: _____

Specific tasks/instructions:

VOLUNTEER REQUIREMENTS

Number of volunteers needed: _____

Minimum age: _____

Physical requirements: _____

Required clothing/footwear: _____

Personal protective equipment required: _____

Items volunteers should bring: _____

Items the City will provide: _____

SAFETY & SITE INFORMATION

Known hazards or special conditions:

Safety instructions specific to this project:

Emergency meeting/location information:

First-aid/emergency contact information:

SUPERVISION & WORK ASSIGNMENTS

City staff/designated volunteer leader: _____

Volunteers will receive instructions from: _____

Will volunteers work in pairs/groups? ☐ Yes ☐ No

Special supervision requirements: _____

Tools/equipment authorized for volunteer use:

Power tools may not be used by volunteers unless specifically authorized under an approved City policy or procedure and with proper training.

SCHEDULE / COMMITMENT

Expected volunteer commitment:

- ☐ One-time project
- ☐ Recurring project
- ☐ Seasonal project
- ☐ Other: _____

Expected number of volunteer hours: _____

Additional scheduling information:

CITY USE**Parks & Recreation approval:** _____**Date approved:** _____**Additional notes/instructions:**_____
_____**Completed by:** _____ **Date:** _____

This Project Information Sheet is intended to provide volunteers with project-specific information and does not replace the City of Gladstone Parks & Recreation Volunteer Expectations, Guidelines, or Volunteer Liability Waiver.

CITY OF GLADSTONE

PARKS & RECREATION VOLUNTEER PROGRAM

VOLUNTEER LIABILITY WAIVER, RELEASE & ASSUMPTION OF RISK

DRAFT — SUBJECT TO CITY ATTORNEY & INSURANCE REVIEW

I understand that participation as a volunteer in the City of Gladstone Parks & Recreation Volunteer Program is voluntary and may involve activities and conditions that present inherent risks of injury or property damage.

ACKNOWLEDGMENT OF RISKS

I understand that potential risks may include, but are not limited to, slips, trips and falls; uneven or slippery surfaces; weather conditions; exposure to insects, plants or other outdoor hazards; lifting, carrying, bending or other physical activity; contact with tools or materials; and other hazards that may arise in connection with the volunteer activity.

I understand that the specific risks may vary depending upon the volunteer project and location.

I represent that I am physically able to participate in the volunteer activity I have agreed to perform and will notify the City representative if I am unable or unwilling to safely perform an assigned task.

ASSUMPTION OF RISK

I voluntarily choose to participate in the City of Gladstone Parks & Recreation Volunteer Program and assume responsibility for the risks associated with my participation, including risks that are inherent in the activity and reasonably foreseeable.

I agree to follow all safety instructions, City rules and directions provided by Parks & Recreation staff or the designated volunteer leader.

RELEASE AND WAIVER

[FINAL LEGAL LANGUAGE TO BE PROVIDED OR APPROVED BY CITY ATTORNEY / INSURER]

To the fullest extent permitted by applicable Michigan law, I release and waive claims against the City of Gladstone and its officers, officials, employees, agents and authorized

representatives arising from my participation as a volunteer, **except to the extent such release or waiver is prohibited by law or otherwise determined to be unenforceable.**

This release is intended to apply only to claims and circumstances that may lawfully be released or waived under Michigan law.

GOVERNMENTAL IMMUNITY

I understand that the City of Gladstone and individuals acting on behalf of the City may have rights, defenses and immunities provided by Michigan law, including the Michigan Governmental Tort Liability Act, MCL 691.1401 et seq. Nothing in this form is intended to expand, restrict, waive or otherwise alter any immunity, defense, duty or liability provided by applicable law except to the extent expressly permitted by law.

Michigan law provides certain governmental immunity protections to a volunteer acting on behalf of a governmental agency when the statutory requirements are met. This form is not intended to create a representation that the City is immune from every claim or circumstance.

EMERGENCY MEDICAL CARE

In the event of an emergency, I authorize the City of Gladstone, its representatives, or emergency medical personnel to obtain reasonable emergency medical assistance for me if I am unable to provide consent at the time.

I understand that I am responsible for my own medical expenses and that the City does not provide personal health or accident insurance to volunteers **unless otherwise expressly stated in writing by the City.**

VOLUNTEER ACKNOWLEDGMENT

By signing below, I acknowledge that:

- ☐ I have read and understand the Volunteer Expectations & Guidelines.
- ☐ I understand that participation is voluntary.
- ☐ I understand that volunteer activities may involve risks of injury or property damage.
- ☐ I agree to follow City safety instructions and the direction of Parks & Recreation staff or the designated volunteer leader.
- ☐ I understand that I may stop participating in a volunteer activity at any time.
- ☐ I have had an opportunity to ask questions about the volunteer activity and this form.

Volunteer Printed Name: _____

Proposed for Board Review

Volunteer Signature: _____

Date: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

FOR CITY USE

Volunteer Project/Activity: _____

Date(s): _____

Parks & Recreation Representative: _____

City Attorney Review: ☐ Approved ☐ Revisions Required

Insurance/Risk Review: ☐ Approved ☐ Revisions Required

Effective Date of Approved Form: _____

IMPORTANT: This document is a proposed Board-review draft. The final liability waiver/release language should be reviewed and approved by the City Attorney and, as appropriate, the City's insurance/risk-management representative before being used with volunteers.