
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 06, 2025 at 6:30 PM at Parks & Recreation Office - 901 Montana Avenue.

AGENDA

MEETING CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) PARKS & RECREATION REGULAR MEETING MINUTES OF 04-08-2025

OLD BUSINESS

- [2.](#) GLADSTONE AREA PICKLEBALL USE AGREEMENT
3. PRAM SHACK AND SAIL SCHOOL UPDATE

NEW BUSINESS

- [4.](#) BYLAWS - DEPARTMENT AND BOARD RESPONSIBILITIES

DIRECTOR'S REPORT

BOARD MEMBER COMMENTS

ADJOURNMENT



Parks & Recreation Office
901 Montana Avenue
April 8, 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 Pfothauer
Jay Bostwick
Roger Aho

ABSENT

None.

STAFF PRESENT

Wendy Taavola, Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Motion made to approve minutes of February 4, 2025, meeting by Stevenson, seconded by Bostwick.

Voting Yea: ALL

MOTION CARRIED

OLD BUSINESS

None

NEW BUSINESS

DCN Trails – Proposed Mountain Bike Skills Trail: Director Taavola informed the board that DCN Trails representative was not able to make the meeting, update was given by Bob Bosk. DCN Trails are not ready with plans for the proposed trail.

City Master Plan – Director Taavola went over the objectives set forth in the current City Master Plan for the department. A discussion followed regarding planning department projects going forward.

- Member DeFiore spoke to the board about improvement of the existing park assets before adding them to the workload, and projects that can begin immediately, such as tree removal.
- Member Stevenson mentioned playground safety inspections. Director Taavola will need to work toward certification in playground safety.

- Director Taavola stated that the second bridge in Van Cleve is set to be painted, and kid's kingdom linseed oil project started last summer will be completed this summer. Chair Sjoquist stated that DPW bought the linseed oil by 55-gallon drums in the past. The department will look into doing this again.
- Member DeFiore discussed kayak rentals in the harbor. The rentals are not widely known about, the department plans to move the kayaks near the new Pram Shack after completion, so they are closer to the harbormaster's office and more visible to the public. There has been past discussion regarding adding land mooring near the Pram Shack and moving the kayaks to this location makes more sense.
- Member DeFiore recommended that the board prioritize items into a 10-item list and work towards a proposed plan that illustrates the board's recommendations for the coming season.
- Member DeFiore also initiated a discussion regarding tree removals that will enhance the view of the lake as an item for planning.
- Director Taavola informed the board that the split rail fence near the beach needs repair and the bike rack in the harbor should be rebuilt. Member Bosk mentioned the beach house roof is starting to curl. The MACC grant informational kiosks should also be purchased or built this season. The locations for the informational kiosks were discussed, the harbor, downtown near the Dew Drop, and near the entries to town were suggested by the board.
- Chair Sjoquist listed the items talked about and suggested reaching out to the ISD, Kiwanis and Lions Clubs to assist in building projects. Robert is working on a design for bike racks.
- The board concluded that the dead trees in the park are the top priority. Member Pfothenhauer made a motion to recommend that the dead trees in the park should be prioritized in the department. Member Bostwick seconded the motion.

Voting Yea: ALL

MOTION CARRIED

Sports Park Pickleball Facility Use Agreement – Rich Beauvais of Gladstone Area Pickleball was unable to attend this meeting. Mr. Beauvais wanted feedback from the board on the use agreement. Director Taavola told the board that the use agreement is similar to the use agreement of the baseball and softball fields. The board reviewed the use agreement. Concerns regarding public use were brought up by several board members including open play times, the courts being locked and the rules during club play. A motion to table the Pickleball Facility Use Agreement until the next meeting was made by Sjoquist and seconded by Pfothenhauer.

Voting Yea: ALL

MOTION CARRIED

DIRECTOR'S REPORT

2025-2026 Service Agreement Parks & Recreation and DDA – Director Taavola presented the 2025-2026 Service Agreement Parks & Recreation and DDA with an explanation that if the proposed social district moves forward, the agreement will be renegotiated to include the additional burden on the department. Sjoquist inquired whether the Farmer's Market gardens were the responsibility of the department. Taavola will clarify this issue for the beautification crew. Sjoquist expressed disagreement with the funding presented in the agreement. A motion was made to approve the 2025-2026 Service Agreement Parks & Recreation and DDA by Pfothenhauer and seconded by Bostwick.

Voting Yea: Gary Stevenson, Bob Bosk, Anne Pfothenhauer, Jay Bostwick, Roger Aho

Voting Nay: Cathy Sjoquist

MOTION CARRIED

Adopted 2025/26 Department Budgets – Director Taavola presented the adopted 2025/26 budget for the recreation department. The capital outlay projects budgeted under the general fund include the Recreation building roof replacement, continued work on the ski chalet siding, the new Pram Shack, chip seal the beach

parking lot and chip seal the road around the Big Pavilion. The harbor capital outlay includes the upcoming Phase II project. Taavola gave an update on the harbor project.

BOARD MEMBER COMMENTS

Anne Pfothenhauer: No comments

Roger Aho: No comments

Gary Stevenson: Stevenson suggested a project for the campground to include a multiuse court (i.e., basketball, volleyball, pickleball, etc.). He also inquired about grants that would be available for a tunnel under the highway for side by side and snowmobile crossing to and from the bluff area.

Bob Bosk: Bosk reiterated the need for safety crossing on 10th Street near the school and suggested putting a fence in the median to route crossers to the crosswalks and not through the gardens. He also inquired about installing a sign or signs at the Sports Park to direct the public to amenities. Another topic discussed was the logo project. Taavola gave an update on the project. Once the project is approved, the proposed banner project can move forward. Bosk continued with reminders about the Don Poe plaque for the ski chalet and the old South Bluff Hill road cleanup of trees down in the path. Bosk inquired about the status of the old creosote abatement system and whether it is going to be removed any time soon.

Cathy Sjoquist: The campground subcommittee, including Roger Aho, Anne Pfothenhauer, Cathy Sjoquist and Kathy Pepin, will meet Wednesday, April 16, 2025, at 3:00 pm at the Recreation Office. Sjoquist also inquired about the director moving to the harbormaster's office during hours not covered by the harbormaster. Sjoquist asked about suggestions for enforcing the daily boat launch tickets. She also stressed that the beautification crew should take extra care when maintaining the city hall property this year. Additionally, she inquired about the ski hill electric system and whether there are any issues that can be addressed this summer. Sjoquist would also like to see more detail in the meeting minutes.

Jay Bostwick: Bostwick inquired about the ski hill season, how it went, what was open and were there party rentals? Taavola stated that there were several schools that rented the tubing hill for private use, 2 tubing runs were open for the majority of the season and the ski hill was open for a short time. Bostwick asked how the actual budget compared to the approved budget. Taavola stated that no budget adjustments were made for the ski hill, the actual was under budget.

ADJOURNMENT

There being no further business before the board, Pfothenhauer motioned; Aho seconded to adjourned meeting at 9:07 pm.

GLADSTONE PICKLEBALL COURTS MAINTENANCE PLAN

Item 2.

All courts must be maintained in proper working order. At a minimum the following maintenance plan items must be followed:

Court Maintenance Activities	Frequency / Notes
Perimeter Mowing (City)	Grass will be cut weekly as the season permits during the spring/fall and consistently in summer
Weed Control (City)	Weed whipping will be done as needed and/or on a weekly basis
Trash Removal (City)	Frequently inspect for and remove debris and trash, including pet waste outside courts
Sweeping (Club)	The courts will be swept off as needed by the organizations/clubs as needed
Debris Removal (Club)	The debris will be removed on the courts by the organizations/clubs
Court Surfacing (Club)	The court surface will be checked regularly during the season and repaired/sealed as needed
Fencing & Windscreens (Club)	The fencing/windscreens will be checked regularly and replaced or repaired as needed
Electrical & Lighting (Club)	The electrical and lighting, if installed will be checked regularly and repaired as needed
Court Nets, Equipment & Lockboxes (Club)	The court equipment will be inspected and replaced as needed

The Gladstone Area Pickleball Club will maintain a maintenance fund for long term maintenance projects and/or any excessive/unforeseen costs concerning the courts due to vandalism, damages an act of God, etc. **[In the event the Gladstone Area Pickleball Club ceases to exist, the City of Gladstone assumes all operation and maintenance responsibilities of the facility]**

R Beauvais
Gladstone Pickleball Club Signature

3/24/2022
Date

Jason David
Director Parks & Rec. Signature

3/24/22
Date

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 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 ____ to ____, 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.

PUBLIC FACILITY OPERATION:

1. All laws, ordinances and guidelines associated with facility operation are the responsibility of Gladstone Area Pickleball.
2. Courts shall be open for public use by any other individuals when not being utilized by Gladstone Area Pickleball and/or its members covered under this agreement.

3. Public is welcome to participate in Gladstone Area Pickleball “organized court play programming and scheduling” with payment of the annual membership fee or a daily play fee.
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.

Auto-Renewal: This Agreement shall automatically renew for successive five (5) year periods (initial contract period is 5 years from the date this agreement is executed as set forth below) unless either party provides the other party with written cause for non-renewal at least 30 days prior to the end of the then-current term.

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

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)