

# 2025-2026 Service Agreement

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



This agreement is entered into between the **Gladstone Downtown Development Authority (DDA)** and the **Parks & Recreation Department** for the provision of services to enhance and maintain the downtown district. The DDA agrees to pay the Parks & Recreation Department **\$10,000** during the 2025-2026 budget period in exchange for the services outlined in this agreement.

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## Parks & Recreation Responsibilities

### Beautification & Maintenance

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

### DDA-Sponsored Events

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

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

Staff assistance will include:

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

### **Farmers Market Services**

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

### **Trash Collection**

- Ensure trash receptacles along Delta Avenue and other downtown locations are emptied regularly throughout the year. A visual review will be conducted daily, and they should be cleaned out as needed.
- Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.

### **Miscellaneous Duties**

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

## **Agreement Signatures**

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**DDA Board Chair**

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**Date**

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**Parks & Recreation Director**

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**Date**