



**BALDWIN PARK COMMITTEE MEETING AGENDA
APRIL 17, 2025 7:00 P.M.**

The Park Committee will be making site visits to Lake Helene, Lake Diane, and Elk Lake Rain Garden at 6:00 PM.

Call to Order

Pledge of Allegiance

Additions/Corrections to Agenda

Additions/Corrections to Minutes from March 20, 2025

PLAT:

Tabled Items:

- a.) Discuss Park Ordinance
- b.) Mosquito Spray at Young Park

New Business:

- a.) Sandy Lake Beach – Waterways Restoration Quote
- b.) Portable Restroom Options

Old Business:

- a.) Park Committee Bylaws

Park Updates – City Council Liaison Tom Rush

Other Business:

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the City of Baldwin Park Committee. This document does not claim to be complete and is subject to change. A quorum of the City of Baldwin City Council may be present. One copy of the agenda and one copy of the packet materials are available for review by the public. The meeting will be video and audio recorded for transcription purposes only.



PARK COMMITTEE MEETING MINUTES

MARCH 20, 2025

Call Meeting to Order: The Baldwin Park Committee Meeting was called to order by Chair Zac Good at 7:00 pm.

Pledge of Allegiance: All present recited the Pledge of Allegiance.

Present: Chair Zac Good, Vice Chair Sarah Koste, Committee members Mary Larson, Lester Kriesel and Robb Rydmark.

Also present: City Council Liaison Tom Rush

Approval of Agenda:

Add Kermit Young's Picture as letter G under New Business.

Mary Larson motioned to approve the agenda as amended. Robb Rydmark seconded. All in favor. Motion carried.

Approval of Minutes from February 20, 2025:

Sarah Koste motioned to approve the February 20, 2025 Park Committee meeting minutes as written. Zac Good seconded. All in favor. Motion carried.

PLAT: None

New Business:

Alternate Interview with Jacqueline Faddler

Jacqueline Faddler (11312 300th Ave NW) was in attendance and introduced herself to the Park Committee.

Chair Zac Good spoke to Mrs. Faddler about the structure of the Park Committee and what the expectations are for an alternate member. Currently the bylaws state that the Park Committee can only have 1 alternate member. The bylaws are being discussed under New Business, letter f.

Discuss Park Ordinance

The Park Ordinance has not been updated since 2012 and will need to be updated now that incorporation to a city has been granted.

Mary Larson noted on page 7 information about camping, under regulations of recreational activities. The City of Baldwin does not have any camping spots and should be removed from the ordinance. Zac Good mentioned there is a sign at Young Park that states no camping allowed.

Sarah Koste made a motion to table the Park Ordinance discussion until the April 17, 2025 Park meeting. Mary Larson seconded. All in favor. Motion carried.

April Park Meeting/Site Visit (Elk Lake, Goose Lake, Young Park)

The Park Committee will start the April 17, 2025 meeting with a site visit to Lake Diane, Lake Helene, Elk Lake, and the Rain Garden. The Park Committee will meet at the City Hall at 6:00 pm and will return to City Hall to complete the rest of the agenda around 7:00 pm. The public are welcome to attend the site visits.

Drone Pricing

Lester Kriesel suggested the Park Committee purchase a drone for images and videos to be taken of the parks. The committee would greatly benefit from having these images or videos to be shown on the television during meetings. These photos and videos could help explain the topics the committee is considering.

Zac Good looked over the quotes provided and suggested the DJI Mini Pro 4. This drone comes with a lot of features that would benefit the Park Committee and the City.

Robb Rydmark suggested purchasing a smaller, lower cost drone instead of purchasing a drone for \$1,000.

Mary Larson stated having something with picture and video quality could benefit the city in the future as we grow. Those images and videos could be used for power points, the website, and more.

Jacqueline Faddler asked if there is a possibility of renting a drone when needed instead of buying one due to advancements in technology. Mary Larson asked what the liabilities would be on renting a drone.

City Council Liaison Tom Rush inquired as to how much this would get used.

Zac Good stated the Park Committee and the City could use the drone for annual photos and eventually do a time lapse video. Zac sees this being used for roads and Public Works. Photos and videos could show the progression of road projects.

Alternate Rosie Waker asked what the legalities are about taking photos or videos with residents being in the area. Tom Rush to ask the city attorney.

Zac Good noted a warranty should be purchased with the drone.

Zac Good made a friendly to ask the City Council for a dollar amount rather than pick a drone today. Mary Larson suggested spending \$1300 on a drone with a warranty.

Lester Kriesel motioned to approve up to \$1300 for the purchase of a drone with warranty. Mary Larson seconded. All in favor. Motion carried.

Zac Good made a friendly that road and bridge, park, and general fund would all contribute in the purchase.

Mosquito/Wood Tick Spray at Young Park

Zac Good met with Hometown Pest Control. Zac mentioned that the Park Committee viewed this last year. This would be a one-time spray around the playground area and the pavilion at Young Park.

Mary Larson asked how long this lasts after rain. Zac Good noted the spray would last through 3 or 4 rain showers.

Lester Kriesel asked if the City has ever sprayed the parks before. Tom Rush responded the city has not. Lester does not believe the ticks would be that bad.

Jacqueline Faddler asked if there are any safety concerns for animals and children. Zac Good noted this is safe for animals and children after 30 minutes of dry time.

Tom Rush suggested this to be done in June. Mary Larson asked if this would be better to have done earlier in the season rather than later. Zac Good suggested to table and see how the insects would be once the weather is warmer.

Mary Larson made a motion to table until the April 17, 2025 park meeting. Lester Kriesel seconded. All in favor. Motion carried.

Park Committee Bylaws

The Park Committee discussed changes to the bylaws.

Zac Good would like to add a second alternate to the park committee. Mary Larson agreed.

Discussion included applicants being non-residents, committee terms, compensation, and alternates being provided with the agenda and packet each meeting.

The bylaws will be updated and brought back to the April 17, 2025 Park Committee meeting for further review before City Council approval.

Kermit's Picture

The Historical Society of Milaca is interested in having Kermit Young's picture placed on a plaque for the ball field at Young Park. Lester requested the president visit with the Park committee to discuss this. Tom Rush suggested adding this to the May 17, 2025 park committee meeting.

Old Business:

287th Avenue Elk Lake (Scott Schmidt) Update

Teresa Barnes (28641 143rd Street) is one of the property owners that borders the area where Scott Schmidt is working on clearing brush and trees from Elk Lake. The vision Scott has would improve property values significantly. The City owns the lake frontage and in order to consider improving the area further, there would need to be a partial exchange of land as the 1.5 acres the city owns is not buildable.

Tom Rush asked Teresa Barnes to come to the 2nd City Council meeting of the month.

Zac Good is in favor of improving the area of 285th street and partially exchanging land with Scott Schmidt. This would need City Council approval.

Zac Good made a motion to exchange a portion of city land with Scott Schmidt to improve the area of 285th Street. Mary Larson seconded. All in favor. Motion carried.

Comprehensive Plan: None

Park Updates, City Council Liaison Tom Rush:

City Council Liaison Tom Rush stated the current Park Fund Balance as of March 2025 is \$84,554. ARC irrigation will be out at Young Park and Goose Lake the first week of June to spray the weeds around the parks and ball field. The city is still waiting for the Princeton Youth Softball League to pay for the ball fields. Clean Up Day is May 3rd, 2025. FunFest is August 16, 2024. The first Infrastructure committee meeting is March 27, 2025.

Other Business:

The Fire Chief asked if the Park Committee would look into adding a hockey rink in the area. A possible location would be south of the fire station.

Adjourn Meeting –

Mary Larson made a motion to adjourn the Park Committee meeting at 8:59 pm. Sarah Koste seconded. All in favor. Motion carried.

Submitted by: Kayla Nielsen
Deputy Clerk/Treasurer

Approved by: Zac Good
Chair

Date

Attendees: Rosie Walker, Council Member Alan Walker, Jacqueline Faddler, Ashley Miller, and Teresa Barnes

REGULATIONS

Revised by the Park Committee 4/19/2012
Approved by the Baldwin Town Board 6/4/12

BALDWIN TOWNSHIP SHERBURNE COUNTY

***AN ORDINANCE GOVERNING PARKS
UNDER THE JURISDICTION OF THE
BALDWIN TOWN BOARD***

Baldwin Township
30239 – 128th Street
PO Box 25
Princeton, MN 55371

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THE BALDWIN TOWN BOARD OF SHERBURNE COUNTY HEREBY ORDAINS:

SECTION 1: PURPOSE

The purpose of this Ordinance, which is enacted pursuant to Minnesota Statutes, is to secure the quiet, orderly and suitable use and enjoyment of public park reserves, county recreation areas, county-wide trail systems, wildlife sanctuaries, forest, historical sites, waysides and public access to lakes, rivers and streams in parks established by Baldwin Township, Sherburne County in the State of Minnesota, and to further the safety, health, comfort and welfare of all persons in the use thereof.

SECTION 2: JURISDICTION

This Ordinance shall apply to all of Baldwin Township Parks in the County of Sherburne.

SECTION 3: DEFINITIONS

For the purpose of this Ordinance, the terms defined in this section shall have the meanings given them in this section.

“Alcoholic Beverage” means any intoxicating beverage as defined by Minnesota Statutes and include, but is not limited to, intoxicating liquor, strong beer, 3.2 beer, and wine.

“Controlled Substance” means any substance defined as a controlled substance by Minnesota Statutes Chapter 152, or by other statutes or Federal law or regulations.

“Motorized Recreational Vehicles” means any self-propelled, off-the-road, or all terrain conveyance, including but not limited to, a snowmobile, mini-bike, amphibious vehicle, motorcycle, go-cart, trail bike or dune buggy.

“Park” means any government owned land or water area above the OHW mark, and all facilities thereon, established as a park by Baldwin Township pursuant to its authority under Minnesota Statutes.

“Park Administrator/Town Board” means the person designated by the Town Board to serve as the chief administrative officer of the Baldwin Township Park System or his/her designee and/or the person designated by the Baldwin Town Board with the responsibility for the operation and management of a particular park or parks.

“Park Visitor” means any person, firm, partnership, association, corporation, governmental unit, company or organization of any kind within a park.

“Vehicle” means any motorized, self-propelled, animal-drawn, or human powered conveyance of persons or things.

"Weapon" means any device, including, but not limited to, firearms, bows and arrows, slings, and spring guns, pellet or BB guns, paint guns, and electronic weapons, from which a shot or projectile of any type is discharged or propelled by means of an explosive, gas, compressed air, or other means. An electronic weapon means a portable device which is designed, used, or intended to be used, offensively or defensively, to immobilize or incapacitate persons by the use of an electric current.

"Wildlife" means all living creatures, not humans, wild by nature, endowed with sensation and power or voluntary motion, including quadrupeds, mammals, birds, fish, amphibians, reptiles, crustaceans and mollusks.

"Baldwin Township" means the park organization or system in Baldwin Township as set forth by the Baldwin Town Board.

SECTION 4: REGULATIONS OF GENERAL CONDUCT

A. Possession and Use of Alcohol and Controlled Substances.

It shall be unlawful for any person to:

- Serve, possess or consume any non-prescription controlled substance within a park.
- Serve, possess or consume any alcoholic beverage without a permit.

B. Public Nuisance – Breach of Peace.

It shall be unlawful for any person to:

- Disturb, harass, or interfere with any park visitor or a park visitor's property.
- Gamble in a park (excluding bingo that is licensed by permit).
- Use loudspeakers or other amplifying systems in a park, except by permit from the Park Administrator/Town Board.
- Urinate/defecate in any park except at designated restroom or portable restroom facilities.

C. Littering – Release of Foreign Substance.

It shall be unlawful for any person to:

- Deposit, scatter, drop or abandon in a park any bottles, cans, broken glass, sewage, waste, or other material, except in receptacles provided for such purposes. Said waste receptacles are to be used only by park visitors for such wastes as are created during use of the park for recreational activities. Other use of said waste receptacles is a violation of this Ordinance.

D. Fires.

It shall be unlawful for any person to:

- Start a fire in a park, except in a designated area, such as a fireplace or fire ring, or as otherwise allowed by a permit from the Park Administrator/Town Board.
- Leave a fire unattended or fail to fully extinguish a fire.
- Drop, throw, otherwise leave unattended in a park, lighted matches, burning cigars, cigarettes, tobacco, paper, or other combustible material.

E. Possession and Use of Fireworks

F. Possession and Use of Weapons.

It shall be unlawful for any person to:

- Discharge any weapon, including bow and arrow, within a park without a permit obtained from the Park Administrator/Town Board.
- Conduct any form of hunting of wildlife or game within a park without a permit obtained from Baldwin Township and with a permit, is only allowed in designated area of the park with the appropriate hunting license required of the State.

G. Commercial Use – Public Meetings and Assemblies.

The parks shall be used solely for use and enjoyment of families. There shall be no use of the parks for business or commercial enterprise or service. Any gathering that has greater than 10 persons shall need a written permit from the Park Administrator/Town Board, and then only in areas designated by the permit.

H. Pets.

It shall be unlawful for any person to:

- Bring a dog, cat, or other animal into a park unless caged, kept on a leash not more than six feet in length or under the control of person by tether/rein or to tether any animal to a tree or other plant, unless referring to service oriented animals including those for law enforcement.
- Permit any dog, cat, or other animal to enter a beach area, nature center area, refuge area, picnic area, park building, or other unauthorized area within a park or into any park where their presence is prohibited by the Park Usage Plan.
- Permit a dog, cat, or other animal to disturb, harass, or interfere with any park visitor or a park visitor's property.
- To release an animal into the lands or waters that is not indigenous to the area.

- To allow an animal to defecate/urinate in an unauthorized area. Dog handlers shall clean up and dispose of the same.

I. Designated Trail Use.

It shall be unlawful for any person to:

- Use the trails that are not designated for a particular use, except by permit from Park Administrator/Town Board.

SECTION 5: REGULATIONS FOR PROTECTION OF NATURAL RESOURCES AND WILDLIFE.

It shall be unlawful for any person to:

- Injure, destroy, or remove any tree, flower, shrub, plant, rock, soil, or mineral in a park.
- Kill, trap, hunt, pursue, or in any manner disturb or cause to be disturbed, any species of wildlife within a park, except by permit.
- Remove any wildlife, living or dead, from a park, and any wildlife so removed or taken contrary to the provisions of this Ordinance or any laws of the State of Minnesota shall be considered contraband and subject to seizure and confiscation.
- Release within a park any plant, chemical, or other agent intentionally harmful to the vegetation or wildlife of the park.

SECTION 6: REGULATIONS OF RECREATIONAL ACTIVITIES

For each and all recreational activities conducted on county park land, the activity is done at the users own risk.

A. Camping.

It shall be unlawful for any person to:

- Camp in a park without a permit.
- Camp in a park without a written permit from the Park Administrator/Town Board or his authorized representative.
- Cause, create or make any noise which disturbs the peace, quiet and tranquility of the camping area.
- Discharge water or any other wastes in a park except into designated containers, drains or dumping stations.
- Dig trenches or make any other excavations in a park.

- Occupy camp sites in a park contrary to a written permit. A permit may be revoked and the park visitor(s) expelled from the park if they violate the conditions of the permit, including but not limited to occupation of camp sites not listed in the permit or cause, create or make noise disturbing the quiet of the camping area.

B. Swimming

It shall be unlawful for any person to:

- Violate hours posted for swimming in a designated swim area. All persons are notified that if there are no lifeguards stationed at designated swim areas, they swim at their own risk.

C. Boating

It shall be unlawful for any person to:

- Launch or land any boat, yacht, canoe, raft or other watercraft upon any water, lagoon, lake, pond or slough within a park except at locations designated for that purpose.
- Leave unattended any boat or other watercraft except in areas designated for that purpose.
- Operate any watercraft in a designated swimming area.

D. Fishing

It shall be unlawful for any person to:

- Fish in a park area designated as a no fishing area.
- Leave, store, abandon, or otherwise cause to remain on any park property or access site, any fish house, dark house, portable shelter, or other structure. Any such structure left on park property without a permit for more than 72 hours will be confiscated and/or destroyed.

E. Horseback Riding.

It shall be unlawful for any person to:

- Ride, lead, or permit a horse to be within a park except in designated riding areas and at designated hours.
- Ride a horse in a reckless manner or to likely endanger the safety or property of any park visitor or the rider.

F. Dogsledding and Horsesledding.

It shall be unlawful for any person to dogsled or horsesled on any park unless done in locations designated for that use unless a permit by Baldwin Township has been obtained.

G. Bicycling.

It shall be unlawful for any person to:

- Operate a bicycle except on park designated bikeways and roadways, and except as close to the right-hand side thereof as conditions will permit.
- Operate a mountain bike or similar cycle except on bike trails and roadways as permitted by the Park Administrator/Town Board.
- Ride or operate a bicycle in a reckless or careless manner, or at speed faster than is reasonable and safe with regard to the safety of the operator and other persons in the immediate area.

H. Roller Skating/Rollerblading.

It shall be unlawful for any person to:

- Roller skate or rollerblade in a park, except on paved bike trails unless posted otherwise.
- Roller skate or rollerblade in a park in a reckless or careless manner, or at a speed faster than is reasonable and safe with regard to the safety of the operator and other persons in the immediate area.

I. Winter Activities.

It shall be unlawful for any person to:

- Skate, sled, coast, snowshoe, or ski in a park except at such times and at such places as may be designated therefore.

J. Use of Motorized Recreation Vehicles.

It shall be unlawful for any person to operate a motorized recreation vehicle within a park, except at such times and in such areas as designated by the Park Administrator/Town Board.

K. Use of Aircraft.

It shall be unlawful for any person to:

- Use any land within a park for a starting or landing field for aircraft, hot air balloons, or parachutes, without a permit from the Park Administrator/Town Board.
- Start, fly, or use any fuel powered model aircraft, model rocket, or like-powered toy or model, in a park without a permit from the Park Administrator/Town Board.

SECTION 7: REGULATIONS OF VEHICLES

A. Operation.

It shall be unlawful for any person to:

- Operate any vehicle within a park except upon roadways, parking areas, or other designated locations thereof.
- Operate a vehicle in a park at a speed in excess of posted speed limits.

B. Parking.

It shall be unlawful for any person to:

- Park or leave a vehicle standing within a park except in a designated parking area.
- Park or leave a vehicle standing after posted closing hours without a valid camping permit or other special use permit from the Park Administrator/Town Board.

C. Wash and Repair.

It shall be unlawful for any person to wash, polish, grease, change oil or repair any vehicle in a park.

Nothing in this Ordinance shall prevent law enforcement personnel, emergency services personnel, or county maintenance personnel from their required duties.

SECTION 8: PARK OPERATION.

A. Hours of Operation.

Parks shall be open to the public daily from one-half hour before sun up until one-half hour after sunset with the exception to Township approved events. It shall be unlawful for a person to enter or remain in a park at any other time, except for campers in a designated camping area.

Any park or portion thereof may be declared closed to the public by the Park Administrator/Town Board, by the Baldwin Town Board, or by the Sherburne County Sheriff, at any time, and for any interval of time, for the protection of park property, for the protection of the public health, safety, or welfare, or as the Park Administrator/Town Board, Baldwin Town Board, or Sherburne County Sheriff shall find reasonably necessary.

B. Permits.

A person may be granted a permit by the Town Board or his/her authorized representative for special uses or activities within a park, or for temporary exclusive use of a reserved space within a park. Permits shall be required for any entertainment, tournament, exhibition, or any other special use or gathering which can reasonably be expected to involve 20 or more persons.

The Park Administrator/Town Board or his authorized representative may impose conditions upon use in connection with the granting of a permit. Any person, whether the permit applicant or not,

who is using a park in accordance with a permit that has been granted, shall comply with the conditions of said permit. It shall be unlawful for a person to violate any condition of a permit.

Any permit granted pursuant to this Section may be revoked by the Park Administrator/Town Board or his authorized representative upon the violation by the permit holder of any portion of this Ordinance or any provision of state or federal law.

C. Park Fees.

No permit shall issue until the fee for the same has been paid. The Park Administrator/Town Board, for permits involving 15 or more persons, may require insurance for the activity, a deposit to clean up and other monies to ensure that there is no destruction of park property.

D. Liability.

The Township of Baldwin and Sherburne County Parks shall not be liable for any loss, damage, or injury to property or persons sustained by any park visitor.

SECTION 9: ENFORCEMENT AND PENALTIES

A. Enforcement.

The Park Administrator/Town Board and the Baldwin Town Board shall have the right to issue administrative regulations for the purpose of administering this Ordinance.

The Sherburne County Sheriff's Office, other peace officers, DNR Conservation Officers, and designated Baldwin Township Parks employees, shall have the authority to enforce the provisions of this Ordinance and may eject from the park any persons acting in violation of this Ordinance or the permit issued.

Nothing in this Ordinance shall prevent Baldwin Township Parks employees from performing their assigned duties.

No person shall impersonate any Baldwin Township Parks employee, nor shall they interfere with, harass, or hinder any Baldwin Township Parks employee in the discharge of his/her duties.

B. Penalties.

A person guilty of violating any provision of this Ordinance shall be guilty of a misdemeanor.

The Park Administrator/Town Board shall have the authority to revoke for good cause any permit or reservation issued under this Ordinance.

SECTION 10: SEVERABILITY – REPEAL OF PRIOR ORDINANCES

A. Severability.

The provisions of this Ordinance shall be deemed to be severable. The invalidity or unenforceability of any provision shall not affect the validity or enforceability of any other provision of this Ordinance.

B. Repeal of Prior Ordinance.

Upon enactment of this Ordinance, pre-existing Parks Ordinances are hereby repealed.

SECTION 11: EFFECTIVE DATE.

This Ordinance shall be effective upon passage and publication to Minnesota Statutes. This Ordinance is hereby passed and approved this 9th day of January, 2007

Baldwin Town Board

By: Bryan Lawrence
Chairperson
Baldwin Town Board

Attest: Cathy Stevens
Baldwin Township Clerk/Treasurer

ESTIMATE

Hometown Pest Control
PO Box 354
Walker, MN 56484

erickson.improvements@gmail.com
218-210-3139



Bill to
Baldwin Township
Baldwin Township
30239 128th St
Princeton, MN 55371

Ship to
Baldwin Township
Baldwin Township
Young Park
11141 305th Ave
Baldwin Township, MN 55371

Estimate details

Estimate date: 03/01/2025

Expiration date: 05/01/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		1 - Spray	1 - Mosquito and Wood Tick Spray - we will spray all area's mark in picture that we received. This includes ball fields, all building area's and surrounding area's. We will spray at a time that no one is using the premises. After hours or early am which ever works best for you. The spray once it dry's, (which takes about a half hour) is safe for animals and children.	1	\$600.00	\$600.00
Total						\$600.00
Expiry date						05/01/2025

Accepted date

Accepted by

ESTIMATE

Waterways Restoration, LLC
292 Hallam Curv
Saint Paul, MN 55115

scheduling@waterwaysrestoration.co
m
+1 (612) 607-3755
www.waterwaysrestoration.com



Bill to

c/o Zac Good
City of Baldwin
284th Ave NW
Sandy Lake Public Beach, 284th Ave NW
MN 55371 USA

Ship to

c/o Zac Good
City of Baldwin
284th Ave NW
Sandy Lake Public Beach, 284th Ave NW
MN 55371 USA

Estimate details

Estimate no.: 032727-CTBC

Estimate date: 04/01/2025

Expiration date: 04/15/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Aquatic weed removal	Scope of work: remove and/or cut and remove cattails, bog and aquatic weeds at address shown on this invoice, to the amount shown in attached photos, discussed on the phone and applied for on DNR permit application (approximately 40x60ft). Total for 1 day is s follows: \$575 equipment mobilization fee \$2400 per day of production x 1 \$2975 estimate total Each additional day requested will add \$2400/day. The resulting remaining balance is due the day we finish your job. Removed materials will be placed at or on your shore and will not be hauled away or disposed of by Waterways Restoration. Shallow water conditions or areas may limit final results. Sunken or hidden obstacles such as rocks, trees, limbs, dock sections, concrete, etc. may also limit final results or slow progress. If such items exist, are in our way and	1	\$2,975.00	\$2,975.00

removable by our equipment, we will remove and place on/at shore with other removed material as part of the job.

Customer/permit holder understands that there is no permanent solution to aquatic weeds and that they may reappear and re-establish in the future.

Total

\$2,975.00

Note to customer

Zac, thank you sincerely for reaching out and considering us for this job,

Tony

Expiry
date

04/15/2025

Accepted date

Accepted by





RESOLUTION FOR THE ESTABLISHMENT OF THE **CITY OF BALDWIN** TOWNSHIP PARK AND RECREATION COMMITTEE

WHEREAS, The ~~Town~~ **City** of Baldwin is desirous of establishing a quality park system and recreation program consistent with the financial resources of the community; and,

WHEREAS, an advisory Park and Recreation Committee will render valuable assistance to the ~~Town Board~~ **City Council** in establishing its park system and recreation program. NOW THEREFORE, the ~~Town~~ **City** of Baldwin does receive as follows:

ESTABLISHMENT OF COMMITTEE

The ~~Town~~ **City** of Baldwin does hereby establish the Baldwin Park and Recreation Advisory Committee.

PRIMARY DUTIES

It shall be the primary responsibility of this committee to advise the ~~Town Board~~ **City Council** regarding the systematic, comprehensive, and effective development of parklands, park facilities, and recreational programs necessary for the physical, mental, and emotional health and well being of the residents.

ADDITIONAL DUTIES

The ~~Park and Recreation~~ Committee shall also have the following additional duties:

1. To aid in the development of the Comprehensive Park plan and recreation plan for the ~~Township~~ **City**.
2. To advise the ~~Town Board~~ **City Council** relating to the dedication of parklands, or payment therefore, after reviewing new platted subdivisions that are under construction.
3. To receive citizens' comments and suggestions relating to the park and recreation systems.
4. To work with other local area governmental agencies to establish and manage park and recreation systems in the community.

COMMITTEE MEMBERSHIP

The ~~Park and Recreation~~ Committee shall consist of five members, a non-voting ~~Town Board~~ **City Council** member and ~~4~~ **2** alternates. The alternates will have voting authority if an appointed member is absent. ~~Non-residents of Baldwin Township may be accepted with town board approval.~~ A quorum shall be at least three voting members present at a meeting. Individuals will be chosen via application for the parks and recreation committee. **Individuals must be a resident of the City of Baldwin.** The length of their term will be three years with no more than two new members in any one year. ~~one~~ **Member A** shall be appointed for a term of one year, ~~two~~ **members B and C** shall be appointed to a term of two years and ~~two~~ **members D and E** shall be appointed for three years. There will be public notice for vacancies on the committee 60 days prior to said vacancies. New members will be nominated by a majority vote

of the existing members after review of applications and interviews of interested parties. The ~~Town Board~~ **City Council** shall appoint all members to the committee. If a vacancy should occur prior to the expiration of said term, an interested individual shall be nominated by the park committee and approved by the ~~Town Board~~ **City Council** to serve out the remainder of the vacating member's term. ~~Board~~ **Committee** members may resign voluntarily. Three consecutive unexcused absences from the duly called ~~board~~ **committee** meetings may constitute automatic resignation from office.

ELECTION OF OFFICERS

At its first meeting in January of each year, the committee members shall elect a chairperson and vice-chairperson. The ~~Town~~ **City** Clerk or their designee ~~the Deputy Clerk~~ will take minutes at the meeting. The chairperson and/or the vice-chairperson shall preside over all meetings of the committee, and will be held responsible for the following duties:

1. Appear as necessary, before the Baldwin ~~Town Board~~ **City Council**, to present the viewpoint or recommendations of the park and recreational needs of our community.
2. Provide liaison with other governmental and volunteer organizations in matters related to the park and recreational function.
3. Establish time, date of next meeting, and set next agenda. **a yearly meeting schedule and set agendas.**
4. The vice-chairperson will assume the responsibilities set forth in this document of the chairperson in his/her absence.

The secretary ~~Clerk/Deputy Clerk~~ will be held responsible for the following:

1. Keeping records and minutes of the committee as well as all necessary correspondence.
2. Present all members, **including alternate members**, with meeting agendas one week prior to said meeting.
3. If the ~~Town~~ **City** Clerk or their designee ~~the Deputy Clerk~~ is absent, **the meetings will be recorded and/or secretary will be appointed. the committee would vote to appoint a member to take notes and record the meeting, or the meeting will be cancelled.**

COMMITTEE PROCEDURE

The committee shall operate under Roberts Rule of Order. The committee shall endeavor to hold regular meetings monthly. All meetings shall be open to the public.

COMPENSATION

With prior ~~Town Board~~ **City Council** approval, committee members shall be reimbursed for actual expenses incurred **receive a monthly stipend** in the administration of their duties.

AMENDMENTS

These by-laws may be amended by a majority vote recommendation by the Park Committee membership to the Board of Supervisors **City Council** followed by Board **Council** approval.

Adopted November 1, 1999

Revised December 6, 1999

Revised April 9, 2001

Revised February 18, 2014

Revised June 7, 2021

Revised April 17, 2025