

RESOLUTION NO: 25-13

**CITY OF BALDWIN
COUNTY OF SHERBURNE, MINNESOTA**

REVISIONS OF PARK COMMITTEE BYLAWS.

WHEREAS, an advisory Park Committee was established by the Baldwin Town Board on November 1, 1999 to establish a quality park system and recreation program consistent with the financial resources of the community; and,

WHEREAS, the Park Committee is to render valuable assistance to the City Council in establishing its park system and recreation program.

WHEREAS, the Park Committee is governed by bylaws last amended by the Town Board on June 7, 2021; and,

WHEREAS, the City Council does hereby establish the following bylaws for the Park Committee:

ESTABLISHMENT OF COMMITTEE

The City of Baldwin does hereby establish the Baldwin Park Committee.

PRIMARY DUTIES

It shall be the primary responsibility of the Park Committee to advise the 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 Committee shall also have the following additional duties:

1. To aid in the development of the Comprehensive Park plan and recreation plan for the City.
2. To advise the City Council relating to the dedication of land for parks, or payment of cash in lieu thereof, after reviewing applications for new subdivisions.
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

1. The Park Committee shall consist of five members and two alternate members.

2. The alternate Park Committee members shall have voting authority only if an appointed member is absent.
3. A quorum of the Park Committee shall be at least three voting members present at a meeting.
4. Members of the Park Committee must be a resident of the City of Baldwin.
5. Park Committee members shall be appointed by the City Council, as follows:
 - a. Member A shall be appointed for an initial term of one year,
 - b. Members B and C shall be appointed to an initial term of two years
 - c. Members D and E shall be appointed for an initial term of three years.
 - d. After the initial term, each term will be shall be for three years.
 - e. Alternate members shall be appointed to a term of three years.
6. Vacancies:
 - a. Park Committee members may resign voluntarily.
 - b. Three consecutive unexcused absences from duly called Park Committee meetings may constitute automatic resignation from office.
 - c. There will be public notice for Park Committee vacancies 60 days prior to said vacancies.
 - d. New members will be nominated by a majority vote of the existing members after review of applications and interviews of interested parties.
 - e. 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 City Council to serve out the remainder of the vacating member's term.
7. One member of the City Council shall be appointed as a non-voting liaison member of the Park Committee.

ELECTION OF OFFICERS

At its first meeting in January of each year, the Park Committee shall elect a Chair and Cice-Chair.

MEETING CONDUCT

The Park Committee shall endeavor to hold regular meetings monthly and all meetings of the Park Committee shall be open to the public.

The Park Committee shall operate under Roberts Rule of Order. The Chair shall preside over all meetings of the Park Committee and is responsible for the following duties:

1. Appear as necessary before the City Council to present the 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 a yearly meeting schedule and set agendas for each meeting.

The Vice-Chair is to assume the responsibilities of the Chair in their absence.

The City Clerk or Deputy Clerk is to take minutes at the meeting and be 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 City Clerk or Deputy Clerk is absent, the Park Committee will vote to appoint a member to take minutes and record the meeting, or the meeting will be cancelled.

COMPENSATION

Park Committee members shall receive a monthly stipend, as approved by the City Council, for attendance at Park Committee meetings for those present with voting privileges in the administration of their duties.

AMENDMENTS

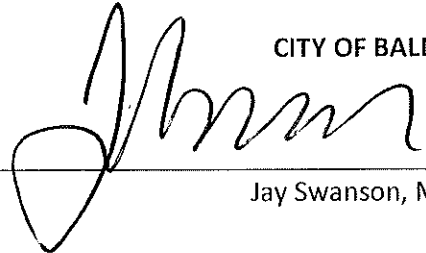
These bylaws may be amended from time-to-time upon the recommendation by the Park Committee and subject to City Council approval.

NOW THEREFORE BE IT RESOLVED by the Baldwin City Council that the by-laws set forth herein are adopted.

(remainder of page intentionally blank signatures follow)

ADOPTED by the Baldwin City Council this 5th day of May, 2025.

MOTION BY: *Case*
SECONDED BY: *Holm*
IN FAVOR: *All*
OPPOSED: *None*


CITY OF BALDWIN
Jay Swanson, Mayor

ATTEST:

Joan Heinen, City Clerk/Treasurer

EXHIBIT A
LEGAL DESCRIPTION

The Northeast Quarter of the Southwest Quarter of Section 34, Township 35, Range 26, Sherburne County, Minnesota, excepting therefrom the South 200.00 feet of the 200.00 feet of the North 654.00 feet of the East 798.00 feet, Also excepting therefrom the South 78.00 feet of the North 454.00 feet of the West 453.00 feet of the East 798.00 feet of the Northeast of the Northeast Quarter of the Southwest Quarter of Section 34, Township 35, Range 26, Sherburne County, Minnesota.