



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

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Office: (651) 385.3025

TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Jess L. Greenwood, Public Works Director

RE: 7 April 2026 County Board Meeting
Amend Park Board By-Laws

Date: 1 April 2026

Summary

It is requested that the County Board approve revisions to the Parks, Trails, and Recreation Advisory Board (Park Board) By-Laws.

Background

The original Park Board by-laws were adopted 16 Dec 2008. They were reviewed by staff during the most recent website update. Several points addressed in the by-laws were determined to be outdated and should be considered for revision. Potential changes were discussed by a subcommittee of staff and three Park Board members, as well as at the 15 Aug 2025 Park Board meeting, and were incorporated into a draft document.

Following a 10-day written notice to the Park Board members, draft revisions were presented at the 25 Mar 2026 Park Board meeting. The Park Board approved the draft revisions as presented and recommended approval by the County Board of Commissioners. Proposed revisions include:

	SECTION	PROPOSED CHANGE
1	Article II - Purpose and Objective	Reorganization to improve sentence structure
2	Article II - Purpose and Objective	Wording regarding staff direction, guidance, and duties
3	Article III – Membership Qualifications	Remove exclusion of elected city officials from membership. Provide equal opportunity, as elected township officials are eligible for membership.
4	Article III – Membership Distribution	Revise structure of “two representatives from area recreational organizations (such as bike trail groups)”: <ul style="list-style-type: none"> ♦ one representative from the Cannon Valley Trail (Trail Manager or Trail Board member) ♦ one representative from a community organization, which opens opportunities for a larger diversity of organizations to participate

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5	Article III – Membership Terms	Make the Cannon Valley Trail representative a permanent member of the Park Board
6	Article III – Membership Conflict of Interest	Add provision to share the Conflict of Interest Policy with Park Board members on an annual basis
7	Article III – Membership Attendance	Revise inactive member status definition from "four meetings in a year" to "three consecutive meetings"
8	Article III – Membership Vacancy	Remove unnecessary redundancy regarding distribution of members
9	Article IV - Officer Elections	Remove wording regarding succession of the Chair by the Vice-Chair
10	Article IV - Officer Duties	Add wording to create a Nominating Committee of the Chair and Vice-Chair
11	Article V - Meeting Schedule	Revise meeting schedule from monthly to quarterly
12	Article V - Meeting Governing Procedure	Modify procedures to be determined by Robert's Rules of Order
13	Article VIII - County Park Improvement Monies	Add the word "recommended" to reflect duty of Park Board to recommend improvements to County Board

Alternatives

- Amend the Park Board By-Laws as presented.
- Request further revision of the Park Board By-Laws, to be reviewed by the Park Board.
- Maintain the Park Board By-Laws as adopted 16 Dec 2008.

Recommendations

It is the recommendation of staff and the Park Board to approve amending the Park Board By-Laws as presented.

"To effectively promote the safety, health, and well-being of our residents"

GOODHUE COUNTY

PARKS, TRAILS, AND RECREATION ADVISORY BOARD

BY-LAWS

DRAFT REVISIONS FOR COUNTY BOARD REVIEW 07 APR 26

Article I

Name of the Board

The name of the board shall be the Goodhue County Parks, Trails, and Recreation Advisory Board hereinafter referred to as the “Park Board”.

Article II

Purpose and Objective

The purpose of the Park Board is to bring citizen input and perspective into the development, improvement, and promotion of parks, trails, and recreational areas in Goodhue County.

The objective of the Park Board is to provide outdoor natural resource-oriented recreational facilities while preserving the natural state of the park and trail lands.

The Park Board, acting under the ~~direction~~ guidance of the Goodhue County Public Works Director or other Public Works staff as assigned, is responsible for developing long-range plans, reviewing park and trail development projects, and making recommendations in such matters to the Goodhue County Board of Commissioners for consideration.

~~The objective of the Park Board is to provide outdoor natural resource-oriented recreational facilities while preserving the natural state of the park and trail lands.~~

Article III

Membership

Section 1: Qualifications

Members must have a commitment and interest in parks, trails, and recreation areas and value the vital role they play in the quality of life for County residents and visitors. Anyone who holds an ~~an elective city,~~ county, state, or federal office shall not be eligible to serve as a Park Board member except for the two County Commissioners appointed to the Park Board. Except where specifically provided for by the County Board of Commissioners, no permanent county employee can serve as a voting member on the advisory board.

Section 2: Distribution of Members

The voting membership of the Park Board shall consist of five citizen members to be appointed by the County Board of Commissioners, each member representing a Commissioner District; two County Commissioners; one representative from the Cannon Valley Trail (Trail Manager or Trail Board member); and ~~two~~ one representatives from ~~area recreational~~ community organizations ~~(such as bike trail groups)~~. Ex-officio members shall be the County Attorney (or representative from said office), the County Public Works Director, and other Public Works staff as assigned by the Public Works Director. An appointment to this board will be made by the full County Board, meeting in a regular session or properly noticed special session.

Section 3: Membership Terms

The appointed term for the voting members shall be three years, with the exception of County Commissioners who are assigned by the County Board and the Cannon Valley Trail representative who is appointed by the County Board. Each member may serve the maximum of three consecutive terms. Terms shall be staggered so that no more than three members' terms expire in a given year. A minimum of one term (three years) is required between the end of a term limit and the start of a new series of appointment terms. All regular terms shall expire at the first County Board meeting of the new calendar year. A member may serve after the expiration of a term until a successor is appointed.

Section 4: Residency Requirement

All voting members of the Park Board shall be residents of Goodhue County. Those citizen members representing a Commissioner's District shall be residents of the Commissioner District they are representing. A member representing one of the five Commissioner Districts may be removed by the County Board of Commissioners if the member relocates outside of the Commissioner's District from which they were appointed. A member representing the Cannon Valley Trail or an area recreational community organization may be removed by the County Board of Commissioners if the member leaves the ~~recreational~~ organization.

Section 5: Conflict of Interest

Members shall follow the Conflict of Interest Policy adopted by the County Board of Commissioners, which will be shared with members on an annual basis.

Section 6: Attendance

Members who miss ~~four (4)~~three (3) consecutive meetings ~~in a year~~ will be considered inactive: their inactive status will be reported to the County Board and the Park Board member may be replaced.

Section 7: Removal

The County Board by majority vote may remove any Park Board member for the nonperformance of duty or misconduct in office. The member shall be entitled to a hearing conducted by the County Board prior to any vote on the charges.

Section 8: Vacancy

Any vacancy in the voting membership shall be filled by an appointment from the County Board of Commissioners and such appointee shall serve for the unexpired term so filled. ~~The appointee shall represent the same Commissioner District or organization as the previous member.~~ Appointment to the expired term will not be counted toward the consecutive term limit.

Section 9: Remuneration

Members shall be eligible to receive meeting per diem and mileage reimbursement at the rate established by the County Board of Commissioners.

Article IV

Officers

Section 1: Elections

At the first meeting of the year, the Park Board shall elect from its membership a Chair and Vice-Chair. ~~It shall be the practice (but not required), to consider the succession of the Chair by the Vice Chair and the Vice Chair from the membership.~~ Nominations

shall be made from the floor and election of the officers shall follow immediately thereafter. A candidate receiving a majority vote of those members of the board present shall be declared elected and shall serve for the term of one year.

Section 2: Duties of Chair

The chair shall preside at all meetings of the Park Board and shall have the duties normally conferred and parliamentary usage of such officers. The chair and vice-chair will act as a Nominating Committee, working with the Park Board and County Commissioners to identify potential new Park Board members.

Section 3: Duties of Vice-Chair

The vice-chair shall act as the chair in the chair's absence. The vice-chair and chair will act as a Nominating Committee, working with the Park Board and County Commissioners to identify potential new Park Board members.

Section 4: Duties of Public Works Staff

Public Works staff shall keep the minutes and records of the Park Board, prepare the agenda for the meetings, arrange proper and legal notice of hearings when necessary, attend to correspondence of the Park Board and other duties as are normally carried out by a secretary.

Section 5: Termination of Office

Termination of membership on the Park Board results in automatic vacating of any office that the member holds.

Article V

Meetings

Section 1: Schedule

Meetings are generally held ~~monthly~~ quarterly or at the call of the Park Board and the Public Works Director.

Section 2: Governing Procedure

Recommendations of the Park Board are determined by ~~a member presenting a motion, a second to the motion, discussion and approval by a majority of the members present~~ Robert's Rules of Order.

Article VI

Quorum

A quorum shall consist of a simple majority (over half) of the voting membership. Meetings can proceed without a quorum but formal action cannot be taken by the board without a quorum present.

Article VII

Amendments

These by-laws may be recommended for amendment by a two-thirds (2/3) majority vote of the existing membership of the Park Board 10 days after full notice has been given in writing to all members and then approved by the County Board of Commissioners.

Article VIII

County Park/Improvement Monies

All recommended capital purchases shall be brought forward for authorization by the County Board through the regular budgeting process.

Article IX **Effective Date**

Recommended to County Board on this date: ~~04 Dec 08~~ 07 Apr 2026

Chair: ~~Bonnie Dieke~~ Commissioner Brad Anderson

Vice-Chair: ~~Paul Schluter~~ Scott Roepke

**BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA**

Date: 7 April 2026

Moved by _____, seconded by _____ and carried (_____) to approve the following resolution amending the Parks, Trails, and Recreation Advisory Board By-Laws:

WHEREAS, the Goodhue County Parks, Trails, and Recreation Advisory Board, herin after referred to as the Park Board, has been an ongoing Board supported by the County Board of Commissioners; and

WHEREAS, the County Board of Commissioners established the Park Board By-Laws on 16 December 2008; and

WHEREAS, the Park Board has approved amending the by-laws and the County Board has been fully advised of these by-law amendments.

NOW, THEREFORE, BE IT RESOLVED that the Goodhue County Board of Commissioners does hereby approve said amended by-laws (a copy of which hereto is attached) for and on behalf of the County of Goodhue.

State of Minnesota
County of Goodhue

Flanders	Yes	___	No	___
Anderson	Yes	___	No	___
Majerus	Yes	___	No	___
Betcher	Yes	___	No	___
Greseth	Yes	___	No	___

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Goodhue County, Minnesota at their session held on the 7th day of April 2026, now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 7th day of April 2026.

Scott Arneson
County Administrator

GOODHUE COUNTY
PARKS, TRAILS, AND RECREATION ADVISORY BOARD
BY-LAWS

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Commissioner Brad Anderson

Vice-Chair: _____
Scott Roepke