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TO: Goodhue County Parks, Trails, and Recreation Advisory Board

FROM: Jess Greenwood, Public Works Director

RE: 15 Aug 25 Park Board Meeting  
**Park Board By-Law Revisions**

Date: 30 Jul 25

#### Summary

It is requested that the Park Board draft potential changes to the Park Board By-Laws.

#### Background

While updating the new Goodhue County website, staff discovered by-laws for the Park Board that were adopted 16 December 2008. Several points addressed in the by-laws are outdated and should be considered for revisions.

Public Works staff, the Park Board Chair, the Park Board Vice-Chair, and the District 2 County Commissioner have reviewed the by-laws and drafted several potential revisions.

#### Alternatives

- Review, revise, and approve the Park Board By-Laws; provide recommendation for County Board approval
- Do not revise the Park Board By-Laws

#### Recommendation

It is the recommendation of staff that the Park Board provide revisions of the Park Board By-Laws, approve the revised By-Laws, and recommend approval by the County Board of Commissioners.

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

**DRAFT REVISIONS FOR PARK BOARD REVIEW 15 AUG 25**

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 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; and two representatives from area recreational 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. 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. (Consider Amending)

### **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 an area recreational 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.

**Section 3: Duties of Vice-Chair**

The vice-chair shall act as the chair in the chair's absence.

**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 Nov 24

Chair: \_\_\_\_\_  
~~Bonnie Dieke~~Janie Farrar

Vice-Chair: \_\_\_\_\_  
~~Paul Schluter~~Mike Melstad