

**By-Laws Of
The Chisago Lakes Lake Improvement District**

As Amended August 5, 1985, August 21, 1987, August 10, 1992,
March 16, 2011, May 16, 2012, and February 2, 2015.

The Chisago Lakes Improvement District was first established April 21, 1976 by resolution of the Chisago County Board of Commissioners. The District was reactivated by resolution of the County Board August 21, 1984.

These By-Laws provide a set of operating procedures for the Chisago Lakes Lake Improvement District and establish a code of ethics and conduct.

Article I. Overview

The purpose of the Chisago Lakes Improvement District is to make recommendations to the Chisago County Board of Commissioners, appropriate local units of government, state agencies and the general public on all matters pertaining to the management of land and water resources in order to maintain the quality of the Chisago Lakes watershed.

The role of the Chisago Lakes Improvement District Board of Directors is to responsibly assert the power and authority that is statutorily available and duly delegated to the Chisago Lakes Lake Improvement District and its Board of Directors by the Chisago County Board of Commissioners; and in all actions and endeavors to conscientiously move toward fulfillment of the goals and objectives of the Lake Improvement District in its interaction with the County, other local and state agencies and the general public.

The major lakes in the Chisago Lakes Chain of Lakes watershed are:

Bloom	Linn	North Lindstrom	South Lindstrom
Chisago	Little	Ogren	Spider
Emily	Little Green	Pioneer	Swamp
Green	Mattson	School	Wallmark
Kroon	North Center	South Center	

The District is approximately eleven miles long and averages three and a half miles in width.

Mission Statement

To protect and restore the surface water resources of the Chisago Lakes watershed.

Goals

- Preserve, protect and enhance water quality within the Chisago Lakes watershed.
- Maintain the ditch and weir system in order to control water levels during high water events.
- Encourage environmentally sound land use practices for urban and agricultural areas to protect water quality within the Chisago Lakes watershed.
- Support safe and balanced recreational use of surface water.
- Restore, improve and maintain navigation channels between the lakes.
- Protect, encourage and restore native shoreline to improve fish and wildlife habitat.
- Promote environmental education, awareness and stewardship within the Chisago Lakes watershed.
- Promote the reduction of non-native aquatic invasive species.

Article II. Power and Authority

Section A. Power

Consistent with Minnesota Statutes and as authorized by the Chisago County Board of Commissioners and delegated to the Lake Improvement District Board of Directors by Chisago County Resolution No. 09-0225-1, the power(s) of the Lake Improvement District Board of Directors specifically includes the authority to:

- (1) Acquire by gift or purchase an existing dam or control works that affects the level of waters in the district;
- (2) Construct and operate water control structures that are approved by the commissioner of natural resources under Minn. Stat. §103G.245;
- (3) Undertake projects to change the course, current or cross section of public waters that are approved by the commissioner of natural resources under Minn. Stat. §103G.245;
- (4) Acquire property, equipment, or other facilities, by gift or purchase to improve navigation;
- (5) Contract with a board of managers of a watershed district within the lake improvement district or the board of supervisors of a soil and water conservation district within the district for improvements under Minnesota Chapters 103C and 103D;
- (6) Undertake research to determine the condition and development of the body of water and the water entering it and to transmit the results of the studies to the Minnesota Pollution Control Agency and other interested authorities;

- (7) Develop and implement a comprehensive plan to eliminate water pollution;
- (8) Conduct a program of water improvement and conservation;
- (9) Construct a water, sewer, or water and sewer system in the manner provided by Minn. Stat. § 444.075 or other applicable laws;
- (10) Receive financial assistance from and participate in projects or enter into contracts with federal and state agencies for the study and treatment of pollution problems and related demonstration programs;
- (11) Make cooperative agreements with the United States or state government or other counties or cities to effectuate water and related land resource programs;
- (12) Maintain public beaches, public docks, and other public facilities for access to the body of water;
- (13) Provide and finance a government service of the county or statutory or home rule city that is not provided throughout the county or, if the government service is provided, the service is at an increased level within the district; and
- (14) Regulate water surface use as provided in Minn. Stat. §§ 86B.205, 103G.605, and 103G.621.

Section B. Expenditure Authority

Pursuant to Resolution No. 09-0225-1 of the Chisago County Board of Commissioners, the Lake Improvement District by and through its Board of Directors shall have the authority to enter into all necessary contracts for the purchase of capital, real estate, and services, under the set value of \$10,000 per contract or transaction

Project spending requests in amounts greater than \$10,000 will be submitted to the Chisago County Board for consideration/approval.

Article III. Board of Directors

Section A. Board Organization

The Chisago Lakes Lake Improvement District Board of Directors shall consist of seven (7) persons. A majority of such Directors must be residents of the District.

The Board of Directors shall have representation as follows: Each Area Representative must own real property within that Area or be a buyer under contract for deed of property in the Area.

Area 1 – 1 Director. Bounded on the south by Highway 8, to the west by County Road 20 and includes the area to the northeast border of the Chisago Chain of Lakes watershed. North Center, Pioneer, and Little Lakes are included in this area.

Area 2 – 1 Director. Bounded by Highway 8 on the North, County Road 25 (Olinda Trail) to the West and includes the Southeast corner of the Chisago Chain of Lakes watershed. South Center, Ogren, Linn, Swamp and Blooms Lakes are included in this area.

Area 3 – 1 Director. Bounded on the west by County Road 24, to the south by Highway 8, crosses the channel between South Lindstrom and Chisago Lakes at the public access and continues to the east at Mentzer Trail and 295th Street, and on the east at County Road 25 and County Road 20. This includes the area to the north central border of the Chisago Chain of Lakes watershed. North Lindstrom, South Lindstrom, and Wallmark Lakes are included in this area.

Area 4 – 1 Director. Bounded on the west by County Road 24/23/91, to the north by Highway 8, crosses the channel between South Lindstrom and Chisago Lakes at the public access and continues to the east at Mentzer Trail and 295th Street, and to the south at County Road 25. This includes the area to the south central border of the Chisago Chain of Lakes watershed. Chisago, Kroon, and Spider Lakes are included in this area.

Area 5 – 1 Director. Bounded on the east by County Road 24 and County Roads 24/23/91. This includes the eastern most portion of the Chisago Chain of Lakes watershed. Green, Little Green, Ellen, School and Mattson Lakes are included in this area.

At Large – 2 Directors. Must be owners of real property within the district boundaries or be a buyer under contract for deed of property in the district.

Section B. Terms of Board Members

Terms are for four years and will be staggered to allow as nearly as possible an equal number of members replaced or re-elected each year.

Section C. Vacancies

Vacancies created by resignation or other reasons prior to the completion of the Board Members term will be filled by appointment by the remaining LID Board Members.

Vacancies occurring upon completion of the Board members term will be filled through an election at the Annual Meeting of the Board. The Lake Improvement District Board must receive nominations for interested candidates one month prior to the Annual Meeting. Elections for candidates will then occur at the Annual Meeting.

In the event of a tie a runoff vote will take place among those who received the same amount of votes. In the event of another tie, a coin flip will decide the winner.

Section D. Compensation

Directors receive as compensation for services, a per diem amount which is set yearly by the Chisago County Board of Commissioners. Each director may be reimbursed for allowable expenses while doing business for the Lake Improvement District, as provided for in Chisago County policy.

Approval from the Lake Improvement District Board is required prior to a member's attendance at a conference, seminar, or meeting. Receipts for all expenses are required to obtain reimbursement.

Article IV. Officers

Section A. Number of Officers

The officers of this Board shall consist of the Chairperson and a Vice Chairperson elected by the Directors at their annual meeting. The officers shall be members of the Board of Directors. Each officer shall hold their office until a successor has been duly elected and qualified.

Section B. Chairperson

The presiding officer of the meeting will be the Chair. In the absence of the Chair, the presiding officer will be the Vice-Chair. The duties and powers of the presiding officer shall include the following:

1. Preside at all meetings of the Lake Improvement District Board.
2. Preserve order.
3. Require the vote on all questions regularly moved and to announce that result.
4. Serve as representative of the Board in execution of contracts, orders, resolutions, determinations and minutes of the Board.

The Chair of the Board has the same voting rights and responsibilities as other members.

Section C. Addressing the Chair

Any member of the Board may speak on any matter before the Board when recognized by the Chair and within established procedures as outlined in these By-Laws.

Section D. Vice-Chairperson

The Vice Chairperson shall perform such duties as shall be assigned by the Board of Directors. In the event of death, disability, or absence of the Chairperson, the Vice Chairperson shall be vested with the powers and duties of the Chairperson unless otherwise directed by the Board of Directors.

Article V. Board Committees

Section A. Special Committees

The Lake Improvement District Board, by general consensus, may add standing committees (such as Finance/Budget Committee), or remove them as they see fit.

The Board may establish a special Committee, as deemed necessary. A special committee shall advise the Board as directed and may report recommendations to the Board for appropriate action. Unless expressly stated in the creation of the special committee, it shall automatically dissolve when its work is adopted by the Board.

Section B. Compensation

Board member appointed by the Board to committees will receive per diems and mileage for attendance at regular or special meetings, as determined by the Chisago County Board. Compensation for special committee meetings must be approved in advance by the LID Board.

Article VI. Citizens

Section A. Public Attendance

The public is invited and encouraged to attend and participate in Lake Improvement District Board meetings. All comments by the public will be directed to the LID Board.

Section B. Audience/Citizens Requests

If an individual seeks to appear before the Lake Improvement District Board (s)he is encouraged to notify the Administrator or designee of his/her intention and the issue to be presented. Staff will confer with the individual, conduct necessary research, address the issue and, if necessary, schedule the issue accordingly on the appropriate Board agenda.

Any individual attending a Lake Improvement District Board meeting will be granted appropriate time to give a presentation or explanation in regards to their presence at the meeting.

Citizens will address the Lake Improvement District Board with respect. Vulgar, profane, or slanderous comments will not be permitted.

Article VII. Staff

Section A. Administrator

The Administrator for the Lake Improvement District (in conjunction with the Chisago County Board of Commissioners, the Lake Improvement District Chair, and the Environmental Services/Zoning Director) provides leadership and coordination in determining and achieving the Lake Improvement District's mission, goals, objectives, projects and priorities.

Section B. Environmental Technician

The Environmental Technician assists in the administrative duties of the Lake Improvement District, as well as promotes environmental education, awareness and stewardship in the Chisago Lakes watershed.

The Environmental Technician shall prepare a written agenda for all regular and special meetings of the Board. The Environmental Technician shall also: 1) make regular entries of all Board resolutions and decisions upon all questions; 2) record the vote of each member on any question submitted to the Board; 3) preserve and file all business acted upon by the Board; 4) certify copy any and all resolutions or decisions of the Board; and 5) perform such further duties as designated by the Board.

Article VIII. Meetings

Section A. Meeting Date

The regularly scheduled Lake Improvement District Board meetings are set at the January Board Meeting each year for the upcoming year. The meetings are held on the first Monday of each month unless that date is in conflict with a major holiday. In those instances, the meeting will be held on the following Monday.

Section B. Place of Meetings

Meetings of the District may be held at the Chisago County Government Center or at any other place within the Lake Improvement District as shall be designated by the Board of Directors.

Section C. Special Meetings

Special meetings of the Directors may be called at any time by the Chairperson or by a majority of the Board of Directors.

Section D. Annual Meeting

Annual Meetings will be held in February.

The Lake Improvement District Board transacts organizational business during this meeting, including:

1. Administer oath of office (if required).
2. Elect officers.
3. Appoint Directors to Lake Improvement District committees.
4. Conduct general business.
5. Establish meeting dates and times.

Section E. Quorum

A simple majority (4) of the total number of Board Members (7) shall constitute a quorum for the transaction of any business properly brought before such meetings. No votes on action items may be taken unless a quorum is present.

Section F. Meeting Rules of Conduct

1. All attendees of Lake Improvement District meetings are subject to these rules of conduct.
2. The Chair conducts the meeting and exercises authority to assure compliance with the meeting's agenda and ensure orderly conduct by all present.
3. The Chair has the discretion to order the agenda in a manner that (s)he feels will conduct business in the most expedient manner.
4. Directors, staff, district engineers, presenters or members of the public wishing to speak will address the Chair and be recognized prior to speaking.
5. Members of the public that wish to speak shall first state their names and addresses for the record.

6. A time limit for speaking may be set at the discretion of the Chair.
7. At no time will the public be allowed to confront the person speaking or members of the Lake Improvement District Board with derogatory language or in an unprofessional manner. The Chair shall have the discretion to require a person to leave if this occurs.
8. When a member of the public states their opinion on a matter before the Lake Improvement District Board, others wishing to speak may support that opinion, but not reiterate the entire testimony.
9. No profanity will be allowed, either by the Lake Improvement District Board, staff, or the public.
10. Hats or caps worn at the meetings shall be removed when addressing the Board.
11. Electronic recording devices, television cameras, or equipment used by the electronic media will be placed in accordance with the direction of the Chair and will be used in an unobtrusive manner so that its presence will not interfere with the conduct of the meeting.
12. These rules of conduct may be modified by the Lake Improvement District Board members upon majority vote of the entire body at any regular or special meeting.

Section G. Order of Business

The Order of Business for each regular meeting of the Lake Improvement District Board shall be as follows:

1. Convene, Pledge of Allegiance
2. Approval of Agenda
3. Approval of Minutes
4. Financial Report Review
5. Approval of Invoice Payments
6. Citizen's Forum
7. Old Business
8. New Business
9. Staff & Engineering Reports
10. Committee Reports
11. Set tentative agenda for next meeting
12. Adjourn

The Order of Business may be changed as needed to accomplish objectives and priorities of the meeting. The Order of Business may be changed at the

recommendation of the Chair, any member of the Board or the Administrator subject to Lake Improvement District Board consensus.

Section H. Meeting Minutes

The Administrative Assistant/Education Specialist shall prepare the official minutes of each meeting. Board meeting minutes shall be kept in accordance with all provisions of statute in order to provide an accurate record of Board actions. The record is not intended to be a verbatim transcript of all discussion and debate. The record is primarily a compilation of official actions.

The meeting minutes shall be prepared and submitted for approval at the next succeeding regular Lake Improvement District Board meeting.

Following the monthly LID meeting, the Administrative Assistant will send draft minutes to LID members for a comment time of 5 days. Once LID Board Member comments are incorporated, a summary of the final minutes will be sent to the local newspaper for publication.

Resolutions and motions shall be numbered consecutively beginning with LID Resolution/LID Motion and followed by the last four digits of the calendar year. Example: LID Resolution – 1 – 2010

Article X Amendments and Changes

Section A.

These By-Laws shall be reviewed annually by the Lake Improvement District Board of Directors. Any changes or amendments agreed to by a majority vote of the Lake Improvement District Board shall be recommended to the Chisago County Board for adoption.

Article XI. Dissolution

Section A.

In the event that the Chisago Lakes Improvement District is dissolved or should cease to operate, any property or assets remaining after full payment of the Board obligations shall revert to Chisago County.