

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

As Amended August 5, 1985, August 21, 1987, August 10, 1992, August 3, 2009,
March 16, 2011, May 16, 2012, February 2, 2015 and June 15, 2016.

The Chisago Lakes Lake Improvement District (District) was first established April 21, 1976 by resolution of the Chisago County Board of Commissioners. The County Board of Commissioners reactivated the District by resolution August 21, 1984 and re-established the District with an enlarged boundary on September 16, 2015.

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

Article I. Overview

The purpose of the 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 Chain of Lakes Watershed.

The role of the District Board of Directors is to responsibly assert the power and authority that is statutorily available and duly delegated to the District 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 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 10 miles long and 9.3 miles in width.

Mission Statement

The Mission of the District is to restore, preserve, protect and enhance the water resources of the Chisago Lakes Chain of Lakes Watershed.

Goals

The Chisago County Board of Commissioners authorizes the exercise of general powers of the District authorized in Minnesota Statutes Section 103B.551, Subdivision 3 including, but not limited to water and land resource management programs that may be undertaken to:

- Preserve, protect and enhance water quality within the Chisago Lakes Chain of 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 Chain of 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 Chain of Lakes Watershed.
- Promote the reduction of non-native aquatic invasive species.

Article II. Power and Authority

Section A. Power

Water and related land resource management programs of the District shall continue to include those previously delegated to the District and its Board of Directors by Chisago County Resolution No. 09-0225-1 on February 25, 2009, and as set forth in Minnesota Statutes 103B.551, Subdivision 3, (1) through (14), specifically:

- (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 the Findings of Fact, Conclusions of Law and Order approved by the Chisago County Board of Commissioners on September 16, 2015, the District by and through its Board of Directors shall continue to have the authority to enter into all necessary contracts for the purchase of capital, real estate, and services, under the value of \$5,000 per contract or transaction.

The District is under the Authority of the Chisago County Board of Commissioners budgeting process and therefore the County Board annually approves the District Budget. Project spending requests in amounts greater than \$5,000 will be submitted to the Chisago County Board of Commissioners.

With prior notification to the District Board Chairperson, the District Administrator has the authority to spend up to \$500 of budgeted funds without prior approval. Said expense shall be ratified at the next District Board Meeting.

Article III. District Board of Directors

Section A. District Board Organization

The District Board of Directors shall consist of seven (7) persons. All of the 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. Little, North Center, and Pioneer 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. Blooms, Linn, Ogren, South Center, and Swamp 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 western most portion of the Chisago Chain of Lakes watershed. Ellen, Emily, Green, Little Green, Martha, Mattson, School, and Swamp, 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 District Board of Directors

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.

Upon completion of the District Board of Directors term, vacancies will be filled through an election at the Annual Meeting of the District Board of Directors.

Section C. Election Procedures

The District Board of Directors must receive Applications for Appointment from interested candidates no later than 30 days prior to the Annual Meeting. Elections for candidates will then occur at the Annual Meeting. Nominations shall not be accepted from the floor during the Annual Meeting. If the District Board of Directors receives no nominations, the District Board will follow the process identified in Section D. Vacancy Appointments.

In the event of a tie, the winner will be determined by lot.

(1) Voter Eligibility

Eligible voters include all of the property owners residing in the District. Each property owner, including owners of more than one property, is entitled to one vote. Property owner names must be identified on Chisago County property tax records as owners of property. The list of property owners residing in the District will be updated from the Chisago County records within 30 days of an election.

(2) Candidate Eligibility

District Directors shall be 18 years of age or older and must be owners of real property within District boundaries or be a buyer under contract for deed of property in the District.

(3) Absentee Ballots

Absentee ballots shall be mailed to any eligible voter requesting one.

Absentee ballots must be received by the District Administrator by 3 p.m. the day of the Annual Meeting. Absentee ballots received after 3 p.m. are void and shall not be counted.

(4) Retention of Election Materials

The District shall retain all election materials according to Minnesota County General Records Retention Schedule.

Section D. Vacancy Appointments

Vacancies created by resignation or other reasons, including if nominations are not received at an Annual Meeting, will be filled by appointment by a majority of the remaining District Board of Directors.

Section E. Compensation

District 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 District, as provided for in Chisago County policy.

Approval from the District Board of Directors is required prior to a member's attendance at a conference, seminar, or meeting. Receipts for all expenses are required to obtain reimbursement as defined in the Chisago County Meal & Lodging Reimbursement Policy (NBR: 2007-1), as may be amended by the Chisago County Board of Commissioners.

Article IV. Officers

Section A. Number of Officers

The officers of the District Board of Directors shall consist of the Chairperson and a Vice Chairperson elected by District Directors at their Annual Meeting. The officers shall be members of the District 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 all formal District meetings will be the Chairperson. In the absence of the Chairperson, the presiding officer will be the Vice-Chairperson. The duties and powers of the presiding officer shall include the following:

- (1) Preside at all meetings of the District Board of Directors.

- (2) Preserve order.
- (3) Require the vote on all questions regularly moved and to announce that result.
- (4) Serve as representative of the District Board of Directors in execution of contracts, orders, resolutions, determinations and minutes.

The Chairperson of the District Board of Directors has the same voting rights and responsibilities as other members.

Section C. Addressing the Chairperson

Any Director of the District Board may speak on any matter before the District Board when recognized by the Chairperson 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 District 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 District Board of Directors.

Article V. Board Committees

Section A. Special Committees

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

The District Board may establish a Special Committee, as deemed necessary. A Special Committee shall advise the District Board as directed and may report recommendations to the District 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 District Board.

Section B. Compensation

District Board Directors appointed by the District Board to Special Committees will receive per diems and mileage for attendance at regular or special meetings, as determined by the Chisago County Board of Commissioners. Compensation for special committee meetings must be approved in advance by the District Board.

Article VI. Citizens

Section A. Public Attendance

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

Section B. Audience/Citizens Requests

If an individual seeks to appear before the District Board (s)he is encouraged to notify the District 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 District Board agenda.

Article VII. Staff

Section A. Administrator

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

Section B. Water Resource Specialist

The Water Resource Specialist assists in the administrative duties of the District, as well as promotes environmental education, awareness and stewardship in the Chisago Lakes Chain of Lakes watershed. In the absence of the Water Resource Specialist, the Administrator will arrange to have the tasks completed.

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

Article VIII. Meetings

Section A. Meeting Date

The regularly scheduled 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 as recognized by the Chisago County Personnel Policy, as may be amended by the Chisago County Board of Commissioners. In those instances, the meeting will be held on the following Monday.

Regularly scheduled District Board, Special, and Annual Meeting dates will be sent to the local newspaper for publication and posted on the Chisago County website on the District webpage.

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 District as shall be designated by the District Board of Directors.

Section C. Special Meetings

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

Section D. Annual Meeting

The first annual meeting of the District, as established by the Chisago County Board of Commissioners on September 16, 2015, will be August 1, 2016. Thereafter, the District Board shall set the time and place of future annual meetings.

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

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

Section E. Quorum

A simple majority (4) of the total number of District Board of Directors (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

All attendees of District meetings are subject to the following rules of conduct:

- (1) The Chairperson conducts the meeting and exercises authority to assure compliance with the meeting's agenda and ensure orderly conduct by all present.
- (2) The Chairperson has the discretion to order the agenda in a manner that (s)he feels will conduct business in the most expedient manner.
- (3) District Directors, staff, District engineers, presenters or members of the public wishing to speak during the Citizen's Forum will address the Chairperson and be recognized prior to speaking.
- (4) Members of the public that wish to speak during the Citizen's Forum shall first state their names and addresses for the record.
- (5) A time limit for speaking during the Citizen's Forum may be set at the discretion of the Chairperson.
- (6) At no time will the public be allowed to confront the person speaking or members of the District Board with derogatory language or in an unprofessional manner. The Chairperson shall have the discretion to require a person to leave if this occurs.
- (7) When a member of the public states their opinion on a matter before the District Board, others wishing to speak may support that opinion, but not reiterate the entire testimony.
- (8) No profanity will be allowed, either by the District Board, staff, or the public.
- (9) Electronic recording devices, television cameras, or equipment used by the electronic media will be placed in accordance with the direction of the Chairperson and will be used in an unobtrusive manner so that its presence will not interfere with the conduct of the meeting.
- (10) These rules of conduct may be modified by the District Board of Directors 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 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 Chairperson, any Director of the Board or the District Administrator subject to District Board consensus.

Section H. Meeting Minutes

The District Administrator or his/her designee shall prepare the official minutes of each meeting. District Board meeting minutes shall be kept in accordance with Minn. Stat. Sec. 13D in order to provide an accurate record of District Board actions. The record is not intended to be a verbatim transcript of all discussion and debate. The record is a primarily a compilation of official actions.

The meeting minutes shall be prepared and submitted for approval at the next succeeding regular District Board meeting. Once approved by the District Board, the final minutes will be posted on the Chisago County website on the District webpage.

Resolutions shall be numbered consecutively beginning with District Resolution and followed by the last four digits of the calendar year.

Example: District Resolution – 1 – 2010

Section I. Conflict of Interest

Individual District Board members, appointees, or staff should disclose direct conflicts of interest, in writing to the District Board who will consider the nature of the responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the direct conflict of interest. Reference Chisago County Conflict of Interest policy.

Article IX. Amendments and Changes

Section A.

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

Article X. Dissolution

Section A.

In the event that the 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.