

**BY-LAWS
LONG LAKE IMPROVEMENT DISTRICT, (ISANTI COUNTY)**

Article 1: Establishment

Section 1. Established under Minnesota Statute 103B.535 by Isanti County Board of Commissioners and Adopted on September 7, 2005, and as amended on July 16, 2008.

Article 2. Name of District

The name of this organization is: Long Lake Improvement District, (Isanti County)

Article 3. Definition of the Long Lake Improvement District, (Isanti County)

The Long Lake Improvement District, (Isanti County) is a non profit organization subject to applicable county, state and federal laws.

Article 4. Purpose

Mission Statement

Our Mission is to serve as a steward of our community to protect and improve the quality of Long Lake. We will work cooperatively with the Long Lake Improvement Association and County and State Agencies to continuously refine our goals and develop annual work plans to meet these goals. We will oversee funds collected and expensed to accomplish this mission.

Goals

- To eliminate the infestation of Curley Leaf Pondweed.
- To improve natural aquatic vegetation.
- To improve the overall water quality.
- To improve fisheries.

Article 5. Membership

Section 1 Membership Qualification.

Owners of properties abutting Long Lake in Stanford and Bradford Townships, Isanti County, Minnesota.

Section 2. Voting Rights

Each Member is entitled to one vote at the annual District meeting or at any special District meeting.

Section 3. Votes

Votes at all Membership meetings shall be cast in person.

Section 4. Transfer of Membership

When a parcel of land is sold, membership shall transfer from the old owners to the new owners. When a parcel is sold on contract for deed, Membership shall transfer from the contract seller to the contract purchaser. When a parcel is leased, Membership shall not transfer from the landlord to the tenant.

Article 6. Funding

Section 1. Initial Funding

The initial (first year) funding shall be raised by the Long Lake Improvement Association, Inc. and any personal donations or grants received.

Section 2. Subsequent Funding and Special Projects

- a. Long Lake Improvement District activities may be funded by the levying of an *ad valorem* property tax solely on property within the District. No establishment or increase in the *ad valorem* property tax will be allowed if it affects the county subject to state-imposed levy limits.
- b. Long Lake Improvement District activities may also be funded by assessment of costs of projects upon the benefited property within the District in the manner provided under Minnesota Statutes Chapter 429.
- c. Long Lake Improvement District activities may also be funded by imposition of service charges within the District (Minnesota Statute #428A.05)

Article 7. Board of Directors

Section 1. Initial Board of Directors

The Board of Directors of the Long Lake Improvement District (Isanti County) shall consist of seven members. The board members must own property in the Lake Improvement District and a majority of the Directors must be residents of the District. The initial Directors shall be appointed three to a term of one year, two to a term of two years and two to a term of three years. (The County Commissioners appointed the initial Board of Directors.)

Section 2. Board of Directors

The Directors shall be elected at the Annual District meeting in July of each year. Directors are assigned to represent one of the 7 areas around the lake and it is desired that retiring Directors be replaced by electing a Director from members owning property from the same area. If there are no qualified person willing to serve from a particular area someone from elsewhere in the District may be elected to represent that area. A slate of nominees shall be prepared by the Board one month prior to the Annual District Meeting.

Section 3. Terms

After the first year Directors shall be elected each year to serve three year terms. An annual term year shall be from annual meeting to annual meeting. No Director may serve more than two successive complete terms.

Section 4. Election of Directors

Nominees shall be elected by majority vote of the Members present at the Annual Meeting of the Long Lake Improvement District (Isanti County). Property owners not present at the Annual Meeting may participate by absentee ballot. Election shall be by secret ballot.

Section 5. Vacancies

Vacancies in the Board of Directors may be filled by a majority vote of the remaining Directors, subject to approval by a majority vote of the property owners present at the next Annual District Meeting as outlined in Article 7 section 2. A Director elected to fill a vacancy shall serve the unexpired term.

Section 6. Removal of Directors

Directors may be removed by two third vote of the remaining Board members, or by a majority of the property owners present at an annual meeting.

Article 8: Board of Directors Officers

Section 1. Officers

All officers of the Long Lake Improvement District (Isanti County) shall be Directors.

Section 2. Officer Positions

The officers shall consist of Chair, Vice Chair, Secretary and Treasurer. These officers are the Executive Committee. The Executive Committee may meet from time to time without notice to other Board members for planning purposes and to facilitate the activities of the Board.

Section 3. Election of Officers

Officers will be elected by the Board of Directors from among their numbers at the first board meeting following any Annual Meeting at which new Directors are elected. Election will be by secret ballot if more than one person is nominated for any office.

Section 4. Duties of Officers,

- a. The **Chair** shall preside over all District Board meetings and the Long Lake Improvement District (Isanti County) Annual Meeting.
- b. The **Vice Chair** shall preside in the absence of the Chair and perform duties normally associated with this office.
- c. The **Secretary** shall keep accurate records of all meetings of the Board of Directors, regularly submit minutes to the Board of Directors and perform other duties normally associated with this office.
- d. The **Treasurer** shall present a financial statement at each meeting and shall perform all other duties normally associated with this office. The treasurer shall approve all invoices for services previously approved by the Board of Directors and submit them for payment by the Isanti County Auditor. Annually the Treasurer will submit to the State Auditor a completed" Special District Financial Reporting Form"

Article 9: Directors Meetings

Section 1. Meetings

Directors are to hold at least four quarterly meetings annually, in addition to the Annual Meeting of the Membership, as shall be scheduled by the Chair or in the Chairs absence by a majority of the remaining members of the Executive Committee. Special meetings may be called by the Chair or Vice Chair as directed by the Chair, or by three members of the Board of Directors, as may from time to time be required to carry out the activities of the Board.

Section 2. Notice of Meetings

There shall be at least ten days prior notice given in writing or by e-mail to each Director for any regularly scheduled meeting. In the case of special meetings written or electronic shall be given to Directors not less than three days previously. In any case Minnesota open meeting law must be complied with. Three types of meetings that are recognized, Regular, Special and Emergency all have individual requirements and these must be met.

Section 3. Quorum

A majority of the Board of Directors duly serving shall constitute the necessary quorum for the transaction of business.

Article 10: Committees

Section 1. Appointments and Records

The Chair with the approval of a majority of the members of the Board of Directors at any regular or special meeting may create and appoint such additional committees as deemed necessary. The Chair of each committee, upon its organization, shall be designated by the appointing authority and each such committee or committee Chair shall report to the Board of Directors their committees' progress.

Section 2. Funds

Should any committee require funds for purposes of its work, the committee shall make application to the Board of Directors in writing with a full statement of the funds required and the purpose for which the funds are to be expended. Upon request of the Board of Directors, the committee shall meet with the Board at any regular or special meeting thereafter to review the request and secure approval of same. No committee shall expend any funds without the approval of the Board of Directors of the Long Lake Improvement District (Isanti County). All funds secured by any committee shall be turned over to the Board of Directors. All disbursement of funds, for any committee, shall be disbursed by the Isanti County Treasurer only after approval has been given by the Board of Directors.

Article 11: Annual Meeting of District

Section 1. Time

The Annual District Meeting shall be held on the third Wednesday of the month of July of each year unless changed by vote at the previous annual meeting.

Section 2. Notice

The annual meeting shall be preceded by a minimum of two weeks' published notice in the newspaper chosen by the Isanti County Board of Commissioners for the County's official notices and by written notice to be mailed at least ten days in advance of the meeting to the county board and township boards wholly or partially within the District, the Minnesota Pollution Control Agency and the Commissioner of Natural Resources; and if there is a proposed project by the District having a cost in excess of \$5,000, thirty days written notice will be given to all property owners within the assessment district.

Section 3. Agenda

At the annual meeting the District property owners present shall:

- a. Elect one or more Members to fill the vacancies in the Board of Directors;
- b. Approve a budget for the fiscal year;
- c. Approve or disapprove proposed projects by the District having a cost to the District in excess of \$5,000;
- d. Take up and consider other business that comes before them; and
- e. Approve taxes or assessments to satisfy budget requirements.

Section 4. Annual Report

Each year the Board of Directors shall prepare and file a report of the financial condition of the District, the status of all projects within the District, the business transacted by the District, other matters affecting the interest of the District, the discussion of the Directors' intentions for the succeeding years. Copies of the report shall be transmitted to the county board, township boards, the Commissioner of Natural Resources and the Minnesota Pollution Control Agency by four months after the annual meeting.

Article 12: Special Meetings

Special Meetings of the Long Lake Improvement District (Isanti County) may be called to discuss pending matters with the same notice required for the Annual Meeting with the exception written notice to property owners being two weeks.

Article 13: Fiscal Year

The District fiscal year shall be a calendar year starting January 1 and ending December 31.

Article 14: Expenditure of District Funds

Section 1. Approval

All projects and expenditures must be submitted to the Board of Directors. All expenditures must be approved by a majority of the Directors.

Section 2. Projects in excess of \$5,000

All projects in excess of \$5,000 must be first approved by the Board of Directors and a majority vote of the Membership at the Districts' annual meeting or a special meeting of the District.

Section 3. Audit

There shall be an annual independent audit of financial records, submitted to the Chair prior to the Annual District Meeting.

Article 15: Amendment of By-Laws

The By-Laws may be amended at any annual or special meeting for which due notice has been given and when such amendment has been approved by the majority of the Board and approved by majority vote of the Members at any annual or special meeting.

Article 16: Rules of Order

The rules contained in the current edition of *Roberts Rules of Order (Revised)* shall govern the convention in all cases to which they are applicable and which are not governed by the By-Laws of the District.

Article 17: Address

The address of the District shall be P.O. Box 91, Isanti, MN, 55040.

Article 18: Protocol for Document Release

1. Secretary drafts minutes and other documents as directed by the LLID Board during Board Meetings.
2. The Secretary shall circulate draft documents to Board members by e-mail when they are available.

3. Board Members should review the documents, then comment and/or approve each document by notifying the Secretary of their position. (Four of seven Director approvals = Draft Document Approval)
4. Approved Draft documents can be released to LLID Chairman and Secretary for discussion and publication.

Article 19: Insurance

Liability Insurance and Directors and Officers Liability Insurance will be obtained through the Minnesota County Insurance Trust in the amount approved by the Board of Directors and the Isanti County Coordinator.