

# BLUE LAKE IMPROVEMENT DISTRICT

## BY-LAWS

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**ARTICLE 1: ESTABLISHMENT**

Established under Minnesota Statute 1038535 by Isanti County Board of Commissioners and adopted on November 6, 2013.

**ARTICLE 2: NAME OF LAKE IMPROVEMENT DISTRICT**

The name of this organization is: Blue Lake Improvement District (Isanti County), herein BLID.

**ARTICLE 3: DEFINITION OF THE BLUE LAKE IMPROVEMENT DISTRICT**

The Blue Lake Improvement District (Isanti County) is subject to applicable Isanti County, State of Minnesota, and federal laws. The boundaries shall include those properties that abut Blue Lake, Isanti County, Minnesota.

**ARTICLE 4: PURPOSE**

MISSION

Our mission is to serve as steward of our lake community and to protect, preserve, and improve the quality of Blue Lake. We will work cooperatively with the Blue Lake Association, Isanti County, and the county and state agencies continuously to refine our goals and develop annual and long-range plans and actions to meet these goals.

GOALS

Improve overall water quality

Control non-native (invasive) aquatic plant vegetation

Minimize algae growth and muck

Improve the quality of water recreation and overall lake utilization through education

Enhance shoreline run-off protection

**ARTICLE 5: MEMBERSHIP**

Section 1- Membership Qualification

Owners of properties that abut Blue Lake in Spencer Brook and Stanford Townships, Isanti County, Minnesota are deemed to be members.

Section 2 - Voting Rights

Each member is entitled to one vote at the annual Blue Lake Improvement District meeting or any special BLID meeting.

Section 3 - Votes

Votes at all membership meetings will be cast in person, except as specified in Article 7, Section 4.

#### Section 4 - Transfer of Membership

When a parcel of land is sold, including contract for deed, membership shall transfer from the former owners/sellers to the new owners/purchasers. If a parcel of land is leased or rented, membership shall remain with the owner, and not transfer from the landlord to the tenant.

### ARTICLE 6: FUNDING

#### Section 1 – Initial Funding

The initial funding shall consist of transfer funds approved by the Blue Lake Association, any personal donations or grants received, and supplemented by an advance from Isanti County.

#### Section 2 - Subsequent Funding and Special Projects

- a. Blue Lake Improvement District activities will be primarily funded by levying a lake property assessment, in an equal amount for each owner, in addition to seeking grants.
- b. Blue Lake Improvement District activities may also be funded by assessment of costs of projects within BLID in the manner provided under Minnesota Statutes Chapter 429.
- c. Blue Lake Improvement District activities may also be funded by imposition of service charges within BLID (Minnesota Statute #428A.05).

### ARTICLE 7: BOARD OF DIRECTORS

#### Section 1- Initial Board of Directors

The initial Board of Directors was appointed by the County Board at its meeting on January 21, 2014, and will serve until an election is held at the first Blue Lake Improvement District annual meeting. The Board shall consist of seven members. The board members must own property in the Blue Lake Improvement District, and a majority of the Directors must be residents in the BLID. The initial directors shall be appointed as follows: three to a term of one year, two to a term of two years, and two to a term of three years.

#### Section 2 - Board of Directors

Directors will be elected at the annual BLID meeting in August of each year to fill expiring terms. A slate of nominees will be prepared by the Board one month prior to the annual BLID meeting. An attempt will be made to seek Board members to represent both Upper and Lower Blue Lake.

#### Section 3 - Terms

After the initial terms of the directors expire, directors shall be elected to serve three-year terms. A yearly term shall be from annual meeting to annual meeting.

#### Section 4 - Election of Directors

Nominees shall be elected by majority vote of the members present at the annual meeting of BLID. Property owners not present at the annual meeting may participate by absentee ballot. Absentee ballots must be requested in writing from the BLID Chairperson ( P.O. Box 353, Zimmerman MN 55398): requests for absentee ballots must be received by the Friday a week before the annual meeting, and then returned so that the ballot arrives at the postal box address of BLID no later than 4 p.m. on the day before the annual meeting. Late arriving ballots will be void.

#### 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 BLID meeting (as outlined in Article 7, section 2). A Director elected to fill a vacancy will serve the remainder of the (unexpired) term.

#### Section 6 - Removal of Directors

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

#### Section 7 - Compensation of Directors

Directors will serve on the Board on a voluntary basis and will not be compensated for their time or incidental costs related to their participation in board-related activities, nor will directors or officers be considered as employees. The Board may (at their discretion) reimburse a director for necessary expenses incurred on behalf of BLID.

### **ARTICLE 8: BOARD OF DIRECTORS' OFFICERS**

#### Section 1- Officers

All officers of the Blue Lake Improvement District will be directors.

#### Section 2 - Officer Positions

The Officers 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

The Chair shall preside over all BLID Board meetings and the BLID annual meeting of members, and shall ensure that the by-laws and any regulations adopted by BLID and the Board are enforced. The Vice Chair shall preside in the absence of the Chair and perform duties normally associated with this office, including other duties as may be assigned by the board such as heading of special committees as may be designated.

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.

The Treasurer shall present a financial statement at each meeting and shall perform all other duties normally associated with this office. The Treasurer shall process all invoices for services previously approved by the Board of Directors and submit them to the Isanti County Auditor for payment. Annually, or as often as required, the Treasurer will submit to the State of Minnesota, Isanti County, and other regulatory agencies any financial reporting that may be required.

## **ARTICLE 9: DIRECTORS' MEETINGS**

### **Section 1 - Meetings**

Directors are to hold at least two meetings annually, in addition to the annual meeting of the members, as scheduled by the Chair, or in the Chair's 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**

Notices will be published in the official county newspaper and posted at the meeting location at least two weeks prior. In the case of special meetings, e-mail or written notice will be sent to members not less than three days prior to the meeting. In any case, meetings must be in compliance with the Minnesota open meeting law, Minn. Stat. Chap. 13D.

### **Section 3 - Quorum**

A majority of the Board of Directors duly serving shall constitute the necessary quorum for the transaction of business. Meetings and voting may be done in person, on the phone, or via electronic media.

## **ARTICLE 10: COMMITTEES**

### **Section 1- Appointment 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 committee chair will report to the Board of Directors regarding the committee's progress.

### **Section 2 – Committee Funds**

Should any committee require funds for purposes of its work, the committee will make a written request to the Board of Directors regarding the purpose and amount of funds required. Upon request of the Board of Directors, the committee will meet with the Board at any regular or special meeting thereafter to review the request and secure approval. No committee will expend any funds without the approval of the Board of Directors of BLID. All funds secured by any committee will be turned over to the Board of Directors' Treasurer. All disbursements of funds by any committee shall be processed by the Treasurer of BLID for payment only after approval has been given by the Board of Directors.

## **ARTICLE 11: ANNUAL MEETING OF BLID**

### **Section 1 - Time**

BLID must have an annual members' meeting. The annual meeting will be scheduled and held annually on the Saturday before the Labor Day weekend, unless changed by vote at a previous annual meeting.

### **Section 2 - Notice**

The annual meeting shall be preceded by: (a) at least two weeks beforehand – an e-mailed or mailed notice to all members, a posted notice at the meeting location, and a published notice in the newspaper chosen by the Isanti County Board of Commissioners for posting Isanti County's official notices, (b) at least ten days beforehand - a mailed notice of the meeting to the Isanti County Board, Spencer Brook and Stanford township boards, the Minnesota Pollution Control Agency, and the Commissioner of Minnesota Dept. of Natural Resources, and (c) thirty days beforehand - if there is a proposed project by the BLID with a cost in excess of \$5,000 - a mailed or e-mail notice.

### **Section 3 - Agenda**

At the annual meeting, by a majority vote of those present, BLID members will:

- Elect one or more members to fill the vacancies on the Board of Directors
- Approve or disapprove any budget item for the BLID having a cost of \$5,000 or more
- Approve a budget for the fiscal year
- Approve taxes/assessment to satisfy budget requirements, and
- Take up and consider other business that comes before the members.

### **Section 4 - Annual Report**

Each year the Board of Directors shall prepare and file a report regarding the:  
financial condition of BLID  
status of all projects within BLID  
business transacted by BLID  
discussion of the Board of Directors' plans for the succeeding years, and  
other matters affecting the interests of BLID.

Copies of the annual report will be sent to the Isanti County Board, Spencer Brook and Stanford township boards, and the Commissioners of Natural Resources and the Minnesota Pollution Control Agency within four months after the annual meeting.

## **ARTICLE 12: SPECIAL MEETINGS**

Special meetings of the BLID may be called to discuss pending matters with a three day notice by publication in the county newspaper [MN Statute 13D.04, Subd. 2c] and a notice posted at the meeting site.

## **ARTICLE 13: FISCAL YEAR**

The Blue Lake Improvement District fiscal year will be from July 1- June 30.

**ARTICLE 14: EXPENDITURE OF BLID 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 BLID 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 subsequently by a majority vote of members at the BLID annual meeting (or at a special meeting of BLID).

**Section 3 - Audit**

There is an annual independent audit of financial records as part of the Isanti County audit performed by the Minnesota State Auditor's Office.

**ARTICLE 15: AMENDMENT OF BYLAWS**

The By-Laws may be amended at any annual or special meeting. Amendments require prior approval by a majority of the Board of Directors as well as approval by a majority vote of BLID members present at any annual or special meeting.

**ARTICLE 16: RULES OF ORDER**

The rules contained in the current edition of *Robert's Rules of Order* (Revised) shall govern in all cases to which they are applicable, unless the By-Laws of BLID indicate otherwise.

**ARTICLE 17: ADDRESS, WEBSITE, E-MAIL ADDRESS, & MEETING LOCATION**

The address of the BLID is P.O. Box 353, Zimmerman, MN 55398.

The website is [blidmn.org](http://blidmn.org).

E-mail address are: [chair@blidmn.org](mailto:chair@blidmn.org) [secretary@blidmn.org](mailto:secretary@blidmn.org) [treasurer@blidmn.org](mailto:treasurer@blidmn.org)  
[vicechair@blidmn.org](mailto:vicechair@blidmn.org)

The meeting location is the Stanford Township meeting hall on Highway 8, unless otherwise notified.

**ARTICLE 18: INSURANCE**

Both general liability insurance and directors' and officers' liability insurance will be obtained by BLID in the amount required by the State of Minnesota and as approved by the Board of Directors. BLID indemnifies the directors and officers of any liability.

**ARTICLE 19: APPROVAL & ADOPTION**

These By-Laws were adopted by the Board of Directors in its first meeting on February 7, 2014, and finalized at the April 4, 2014, board meeting.

These By-Laws are attested to by the founding BLID Board of Directors:

William Yueill, Chair \_\_\_\_\_

Jim Lefebvre, Vice-Chair \_\_\_\_\_

George Golden, Treasurer \_\_\_\_\_

Don Davies, Secretary \_\_\_\_\_

Don Herman, Director \_\_\_\_\_

Kathy Rabenberg, Director \_\_\_\_\_

Jean Tuohy, Director \_\_\_\_\_