

**MAPLE LAKE IMPROVEMENT DISTRICT (Wright County)  
BY-LAWS**

**Article 1: Establishment**

Established under Minnesota Statute 103B.501 by Wright County Board of County Commissioners via Wright County Board Resolution Number 17-60 adopted on November 14, 2017 and filed with the Minnesota Office of Secretary of State, Minnesota Pollution Control Agency, and Minnesota Department of Natural Resources. The order is to be effective January 1, 2018.

**Article 2: Name/Address of District**

**Section 1. Organization Name**

The name of this organization is: Maple Lake Improvement District, and may hereinafter be referred to as the MLID.

**Section 2. Organization Address**

The official address of the district shall be at the discretion of the Board of Directors. The current mailing address is:

Maple Lake Improvement District  
P.O. Box 460  
Maple Lake, MN 55358

**Article 3. Definition of the Maple Lake Improvement District**

The Maple Lake Improvement District is a non-profit organization subject to applicable county, state, and federal laws. MLID is a political subdivision of the State of Minnesota. It is a local unit of government funded by a special taxation district authorized by Minnesota Statute 103B, Lake Improvement Districts, established by the Wright County Board of Commissioners Order and bound by provisions where Minnesota Statute Chapter 13, MN Open Meeting Law and Minnesota Statute 15.17, Official Records, apply.

**Article 4. Purpose**

MLID's purpose is to provide a tax based funding mechanism to monitor, maintain and improve Maple Lake's water quality, and thereby preserve the lake's fishing, shoreline, natural surroundings and recreational potential. MLID will work within the lake community and cooperatively with the Maple Lake – Lake Property Owners Association, Inc. (MLLPOA), County, and State agencies to develop annual work plans and budgets to meet these goals.

To achieve these objectives the following water-related land and resource management programs and services may be undertaken by MLID:

- a. Develop and implement a comprehensive plan to improve water quality.

- b. Apply for private and public grants and enter into contracts with federal or state agencies for the study and treatment of pollution, water quality, weed problems and related demonstration programs.
- c. Enter into contracts with private businesses for the study and treatment of pollution, water quality, invasive species problems and related demonstration programs.
- d. Undertake research to determine the condition and development of the bodies of water included within the MLID and to transmit the studies to the Department of Natural Resources, the Minnesota Pollution Control Agency, and other interested authorities.
- e. Make cooperative agreements with the United States, State of Minnesota, Wright County, Maple Lake Township, or other organizations, public or private, to effect water and related land resource programs.
- f. Conduct programs of water improvement, conservation and education.
- g. Implement and continue water quality monitoring programs.
- h. Serve as the local sponsor for grants as applicable.
- i. Provide input to the local Soil and Water Conservation District regarding water use and applications as deemed necessary and reasonable.
- j. Prepare plans, and conduct studies, developments and implementations as allowed or permitted by law and approved by the County Board.
- k. Implement any other programs felt necessary to maintain the water quality of Maple Lake, as presented to and approved by the MLID Board of Directors.

## **Article 5. Membership**

### **Section 1. Membership Qualifications**

Owners of Record as defined by the County Assessor and listed as taxpayers in the Wright County Property Tax records within 100 feet of Maple Lake shoreline are members.

### **Section 2. Voting Rights**

Owners of each property, as members, are entitled to vote in elections, at the annual MLID meeting, or any Special MLID meetings as defined in Article 20. Owners of multiple properties are entitled to one vote for each property having unique ownership and for which an assessment is paid. Members having multiple PID's with identical ownership are entitled to only one vote, and one assessment.

**Section 3. Voting**

Votes at all membership meetings for Officers and Directors shall be cast in person with provisions made for absentee voters. Members wishing to vote via absentee ballot must return a properly completed ballot to the current MLID mailing address, postmarked 5 days prior to the meeting at which the vote is being held.

**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, provided the purchaser is listed as a taxpayer on the Wright County property tax records. When a parcel is leased or rented, membership shall not transfer from the landlord to the tenant.

**Article 6. Funding**

**Section 1. Assessments**

MLID activities shall be funded by the levying of an annual assessment on each property as voted on and approved by the members at the annual meeting.

**Section 2. Other**

Any other form of fundraising must be approved by the Board of Directors and by a vote of the membership.

**Article 7. Parcels Eligible for Assessment of Fees, Service Charges, or Taxes**

All assessable properties within the boundaries of the district, defined as all properties within 100 feet of the Maple Lake shoreline as determined by the County Assessor, will be subject to the fees, taxes, or charges as recommended and approved at the annual meeting or otherwise as defined in Article 6. Assessable parcels are defined as all properties within the MLID defined boundaries of the district and approved by the Board. A parcel may be granted an exemption from the assessment of fees only by the MLID Board of Directors. Provided there is Board approval, those owners with multiple parcels that do not have a dwelling, building, or structure (unimproved) on the property will be exempt from assessment of fees for those additional parcels if they are identically titled. See Article 5, Section 2. The Board will submit a list of assessable properties to the County along with the annual budget, for the assessment of fees.

**Article 8. Board of Directors**

**Section 1. Initial Board of Directors**

The initial Board of Directors shall consist of five members. All Directors must own property within the MLID. A majority of Directors must live within the district, in homesteaded property. The initial Directors shall be appointed by the County Commissioners. At the first annual meeting, all five seats shall be filled by election, two seats for a one year term, two seats for a two year term, and one seat for a three year term. In the absence of qualified candidates, director's terms may be extended as necessary.

**Section 2. Board of Directors**

The Board of Directors of the Maple Lake Improvement District shall consist of five (5) Directors, with four (4) also serving as Officers as defined in Article 9. Each must be at least eighteen (18) years of age, own real property within the District, and serve for a three (3) year staggered term. A majority of the Directors/Officers must be residents of the district.

**Section 3. Terms**

After the term of the initial appointed Directors/Officers expires, Directors/Officers shall be elected to serve three-year staggered terms. A term year shall be from annual meeting to annual meeting.

**Section 4. Election of Directors/Officers**

Elections will be held by secret ballot at the Maple Lake Improvement District annual meeting. Property owners not present at the annual meeting may participate in the election of the Board of Directors and Officers by absentee ballot. Absentee ballots must be postmarked 5 days before the meeting, and shall be received at the location designated in the annual meeting notice no later than 3:00 p.m. one day prior to the annual meeting or such ballots shall be void.

**Section 5. Vacancies**

Vacancies in the Board of Directors may be filled by a majority vote of the remaining Directors until the next Maple Lake Improvement District annual meeting, with the director position to be filled by vote of the property owners at the next annual meeting. A director elected to fill a vacancy shall serve the unexpired term. A vacancy shall occur if any of the following events occur:

- a. Death of a director;
- b. Sale by a director of all property owned by the director within the Maple Lake Improvement District;
- c. Removal of a director for misfeasance, nonfeasance, or malfeasance in office as determined by a vote of the remaining Directors;
- d. Vote of no-confidence for any reason by a majority of remaining Directors;
- e. Resignation of a director
- f. Insufficient number of Directors elected at the annual meeting

**Section 6. Removal of Directors**

Directors may be removed by a majority vote of the remaining Board members

**Section 7. Compensation**

MLID Officers and Directors are generally uncompensated positions. On approval by the property owners and the amount determined at the annual meeting, Directors may be compensated. Payments may be made to Officers, Directors or Members for the reimbursement of expenses incurred on behalf of the MLID, or compensation for Board approved services performed for the MLID.

**Article 9: Officers**

**Section 1. Officers**

All Officers of the Maple Lake Improvement District (Wright County) shall be Directors.

**Section 2. Officer Positions**

The Officers shall consist of Chairperson, Vice Chair, Secretary and Treasurer. These Officers are the Executive Committee. One Director may hold two officer positions, except the Chairperson position. These Officers shall constitute the Executive Committee. The Executive Committee may meet from time to time for planning purposes and to facilitate the activities of the Board, without notice to the Board.

**Section 3. Election of Officers**

Officers will be elected by the MLID membership at each Annual Meeting at which Directors are elected under Article 8, Section 4 of these Bylaws.

**Section 4. Duties of Officers**

- a. The **Chairperson** shall preside over all District Board meetings and the Maple Lake Improvement District Annual Meeting, and shall see that the By-laws and any rules and regulations as adopted by the District and the Board are enforced.
- b. The **Vice Chair** shall preside in the absence of the Chairperson 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.
- c. The **Secretary** shall be responsible for keeping accurate records of all meetings of the Board of Directors, regularly submit minutes to the Board of Directors, ensure minutes and other records are available to the MLID membership on request, and perform other duties normally associated with this office.
- d. The **Treasurer** shall be responsible for the financial activity of the MLID, 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. Annually, or as required, the Treasurer will submit to the State, County, or any regulatory agency any financial reporting as is required.

**Article 10: Directors Meetings**

**Section 1. Meetings**

Directors are to hold at least two meetings annually, in addition to the Annual Meeting of the Membership, and shall be scheduled by the Chairperson or in the Chairpersons absence by a majority of the remaining members of the Executive Committee. Special meetings may be called by the Chairperson or Vice Chair as directed by the Chairperson, 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. Open Meetings**

The provisions of Minn. Stat. Chap. 13D, which requires open meetings, apply to all meetings of the Board of Directors. All meetings are open to MLID members.

**Section 3. Notice of Meetings**

There shall be provided by phone, email or regular mail a notice received at least 7 days in advance by each Director for any regularly scheduled meeting, and 3 days for special meetings. Special meetings are to have the meeting topic clearly identified. Any Director may waive such notice by written or electronic notice to the Secretary.

**Section 4. Voting / Quorum**

Voting rights are restricted exclusively to Directors. A majority of the Board of Directors attending, with a minimum of three, shall constitute the necessary quorum for the transaction of business.

## **Article 11: Annual Meeting of Membership**

### **Section 1. Time**

The District Meeting of the MLID Membership shall be held annually on the first Saturday of August, and shall be on the same weekend of the month each year thereafter unless changed by the MLID Board of Directors.

### **Section 2. Notice**

Notice of the annual meeting will be provided by the Board of Directors in accordance with the requirements in Minn. Statute 103B.571. The annual meeting shall be preceded by a minimum of two weeks' published notice in the newspaper chosen by the Wright 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 city boards wholly or partially within the District, the Minnesota Pollution Control Agency and the Commissioner of Natural Resources. Written notice shall be mailed to all property owners in the District if there is a proposed project having a cost in excess of \$5,000.

### **Section 3. Annual Reports**

Each year the Board of Directors shall cause to be prepared and filed or issued all documents required by law, which may include reports of the financial condition of the MLID, the status of all projects in the MLID, business transacted by the MLID, and discussions by the Directors regarding their plans and intentions for succeeding years. Copies of the reports shall be transmitted to all required governing bodies as required, which may include the Wright County Board, Maple Lake Township Board, Commissioner of Natural Resources, and the Minnesota Pollution Control Agency, in accordance with statutory deadlines. These reports shall be posted online, or made available to the membership on request.

### **Section 4. Agenda**

At the annual meeting the District, property owners present shall:

- a. Elect one or more Members to fill any vacancies in the Board of Directors;
- b. Elect one or more Directors/Officers for board positions with expiring terms;
- b. Approve budget item for the District having a cost in excess of \$5,000 per project per annum;
- c. Approve a full year budget for the fiscal year;
- d. Approve taxes or assessments to satisfy budget requirements; and
- e. Take up and consider other business that comes before them.

## **Article 12: Committees**

The Chairperson, 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 head of each committee shall regularly report to the Board of Directors on the committee's progress.

**Article 13: Budget**

A budget must be approved by a majority of all owners voting at the annual meeting each year.

Any individual projects in excess of \$5,000 must be approved by a majority of the property owners at an annual meeting.

In the annual MLID budget, which is to be submitted to Wright County on a timely basis following the annual meeting, the Board of Directors will include sufficient available and assessable funds to cover the costs of administering the approved projects.

The submission of the approved budget to the county will include a list of properties to be assessed.

**Article 14: Expenditure/Receipt of District Funds**

All requests for funds, whether individual or for project expenditures, must be submitted to the Board of Directors. All expenditures must be pre-approved by a majority of the Directors.

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 Maple Lake Improvement District.

All invoices or claims for expense reimbursement must be approved by one member of the board who is not the signatory on the claim voucher. The Treasurer, or designate from the board, must sign off on the claim voucher to the county.

All funds secured by donation, fund raising, or from any committee shall be turned over to the Board of Directors for submission into the MLID account with the County Treasurer.

Accounting functions will be performed by the Wright County Finance and Central Services Division, pending approval of a contract by the Board of Directors. Any services provided will be on a flat fee basis. Any other financial arrangements must be Board approved.

**Article 15: Fiscal Year**

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

**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: Insurance**

To adequately protect the Maple Lake Improvement District, the Board of Directors will maintain adequate insurance coverage for the district, including General Liability Insurance and Directors and Officers Liability Insurance.

**Article 18: Records**

As a government entity, the provisions of Minn. Stat. Chap. 13 (the Minnesota Government Data Practice Act) apply to data of the Maple Lake Improvement District. Records necessary for a full and accurate knowledge of official activities must be made and preserved by the district in accordance with Minn. Stat. # 15.17

**Article 19: Amendment of By-Laws**

The MLID By-Laws may be amended with the approval of a majority of the Board members at any scheduled Board meeting.

**Article 20: Special Meetings**

Special meetings of the MLID Members may be called to discuss pending matters with the same notice required for the Annual Meeting, with the written notice to property owners being two weeks. Costs incurred, and the preparation, printing and mailings of notices required to hold a special meeting not approved by the MLID Board of Directors shall be the responsibility of the member calling the meeting. Special meetings cannot be called by non-members.

**Article 21. Termination**

If the MLID terminates and ceases operations under terms of **Minnesota Statute 103B.581 TERMINATION**, or by abandonment, additional land and water resource management programs may not be undertaken with money raised by a special tax within the MLID, and the balance of any funds remaining in the MLID account shall revert to the Wright County Treasurer.

Approved by the unanimous vote of the Maple Lake Improvement District Board of Directors on this 18<sup>th</sup> Day of January, 2018:

 1/18/2018

Michael Raiche - Chairperson



Tony Heying – Vice Chair