

## ADMINISTRATIVE REPORT

**DATE:** July 7, 2021  
**TOPIC:** 9.6 – Resolution Calling the School District Special Election & Referendum  
**PRESENTER:** Dan Pyan, Director of Finance and Operations  
**REFERENCE TO POLICY/STATUTE:** Policy 201.1

### A. PURPOSE OF REPORT

- a. The attached resolution calls for the school district to hold a special election for the purpose of revoking existing referendum revenue, authorization and replacing it with a new referendum revenue authorization and revoking an existing capital project levy authorization.
- b. The general election will be held on Tuesday, November 2, 2021, between the hours of 7:00am and 8:00pm.

### B. RECOMMENDATION

- a. Approval



CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 833 (South Washington County Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 15, 2021 at 6:30 p.m. at the District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND REVOKING AN EXISTING CAPITAL PROJECT LEVY AUTHORIZATION AND REPLACING IT WITH A NEW CAPITAL PROJECT LEVY AUTHORIZATION, AND CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on July 15, 2021.

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School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND REVOKING AN EXISTING CAPITAL PROJECT LEVY AUTHORIZATION AND REPLACING IT WITH A NEW CAPITAL PROJECT LEVY AUTHORIZATION, AND CALLING A SPECIAL ELECTION AND REFERENDUM THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 833 (South Washington County Schools), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to

(a) revoke the School District's existing referendum revenue authorization of \$1,536.60 per pupil and replace that authorization with a new authorization of \$1,886.60 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law; and

(b) revoke the School District's existing capital project levy authorization in the amount of 1.820% times the net tax capacity of the School District and to replace that authorization with a new capital project levy authorization in the amount of 3.383% times the net tax capacity of the School District to provide funds for the acquisition and installation of improved instructional technology, technology systems, and technology support staffing. The proposed capital project levy authorization will raise approximately \$5,000,000 for taxes first levied in 2021, payable in 2022, and would be authorized for ten (10) years. The program will be commenced prior to November 2, 2026 which is a date not more than five (5) years from the date of the special election approving the capital project levy authorization. The estimated total cost of the projects to be funded over that time period is approximately \$50,000,000.

The question on the revocation of the existing referendum revenue authorization and the approval of a new referendum revenue authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

The question on the revocation of the existing capital project levy authorization and the approval of the new capital project levy authorization shall be School District Question 2 on the School District ballot at the special election held to approve said authorization.

2. The questions on the revocation of the existing referendum revenue authorization and the approval of a new referendum revenue authorization and the revocation of the existing capital project levy authorization and the approval of the new capital project levy authorization of the School District shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held Tuesday, November 2, 2021, between the hours of 7:00 a.m. and 8:00 p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the District polling places and combined polling places and the precincts served by those polling places, as previously established and designated by Board resolution for District elections not held on the day of a statewide election, are hereby designated for this special election except that voters residing in the City of Cottage Grove and the City of St. Paul Park will vote at the polling places designated by the City of Cottage Grove and City of St. Paul Park for their regularly scheduled general elections.

4. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION  
INDEPENDENT SCHOOL DISTRICT NO. 833  
(SOUTH WASHINGTON COUNTY SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 833 (South Washington County Schools), Minnesota, on November 2, 2021, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1  
Revoking Existing Referendum Revenue Authorization;  
Approving New Authorization**

The board of Independent School District No. 833 (South Washington County Schools), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$1,536.60 per pupil and to replace that authorization with a new authorization of \$1,886.60 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Shall the revocation of the existing referendum authorization and the new authorization proposed by the board of Independent School District No. 833 (South Washington County Schools), Minnesota be approved?

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR  
PROPERTY TAXES**

For School District Question 1, the property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.25960% for taxes payable in 2022 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the table below are based on taxes for the voter approved referendum levies only, and do not include taxes for other purposes:

<u>Estimated Market Value</u>	<u>Revoked Levy Authority Taxes Payable 2022</u>	<u>Proposed Levy Authority Taxes Payable 2022</u>	<u>Net Change</u>
<b>Homestead Residential</b>			
\$150,000	-\$310	\$389	\$79
200,000	-414	519	105
250,000	-517	649	132
300,000	-621	779	158
350,000	-724	909	185
400,000	-828	1,038	210
500,000	-1,035	1,298	263
750,000	-1,552	1,947	395
1,000,000	-2,070	2,596	526
1,500,000	-3,105	3,894	789
<b>Commercial/Industrial</b>			
\$ 250,000	-\$517	\$649	\$132
500,000	-1,035	1,298	263
1,000,000	-2,070	2,596	526
2,000,000	-4,139	5,192	1,053
5,000,000	-10,349	12,980	2,631
<b>Apartments (4 or More Units)</b>			
\$250,000	-\$517	\$649	\$132
500,000	-1,035	1,298	263
1,000,000	-2,070	2,596	526
2,000,000	-4,139	5,192	1,053

**School District Question 2  
Revoking Existing Capital Project Levy Authorization;  
Approving New Authorization**

The board of Independent School District No. 833 (South Washington County Schools), Minnesota has proposed revoke the School District’s existing capital project levy authorization in the amount of 1.820% times the net tax capacity of the School District and to replace that authorization with a new capital project levy authorization in the amount of 3.383% times the net tax capacity of the School District to provide funds for the acquisition and installation of improved instructional technology, technology systems, and technology support staffing. The proposed capital project levy authorization will raise approximately \$5,000,000 for taxes first levied in 2021, payable in 2022, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$50,000,000.

Shall the revocation of the existing capital project levy authorization and the approval of the new capital project levy authorization to fund technology proposed by the board of

Independent School District No. 833 (South Washington County Schools), Minnesota be approved?

**PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR PROPERTY TAXES**

The figures in the following table are based on taxes for the School District Question 2 proposed capital project levy authorization only, and do not include taxes for other purposes:

<u>Estimated Market Value</u>	<u>Revoked Capital Project Levy Authority Annual Taxes Payable 2022</u>	<u>Proposed Capital Project Levy Authority Annual Taxes Payable 2022</u>	<u>Net Change</u>
<b>Homestead Residential</b>			
\$150,000	-\$25	\$46	\$21
200,000	-36	67	31
250,000	-47	87	40
300,000	-57	107	50
350,000	-68	127	59
400,000	-79	147	68
500,000	-99	184	85
750,000	-161	299	138
1,000,000	-223	414	191
1,500,000	-347	644	297
<b>Commercial/Industrial</b>			
\$ 250,000	-\$53	\$99	\$46
500,000	-116	216	100
1,000,000	-242	450	208
2,000,000	-494	917	423
5,000,000	-1,248	2,319	1,071
<b>Apartments (4 or More Units)</b>			
\$250,000	-\$62	\$115	\$53
500,000	-124	230	106
1,000,000	-248	460	212
2,000,000	-495	920	425

The polling places and precincts served by the polling places for the special election will be as follows:

Combined Polling Places:

**Woodbury Baptist Church**  
6695 Upper Afton Road  
Woodbury, Minnesota 55125

**Woodbury Senior High School**  
2665 Woodlane Drive  
Woodbury, Minnesota 55125

**Lake Middle School**  
3133 Pioneer Drive  
Woodbury, Minnesota 55125 10 and 11

**Liberty Ridge Elementary School**  
11395 Eagle View Boulevard  
Woodbury, Minnesota 55129

**East Ridge High School**  
4200 Pioneer Drive  
Woodbury, Minnesota 55129

**Newport Elementary School**  
851 6th Avenue  
Newport, Minnesota 55055

Precincts:

**Precinct 1**  
City of Woodbury, Precincts 1, 2 and 3

**Precinct 2**  
City of Woodbury, Precincts 4, 5 and 6

**Precinct 3**  
City of Woodbury, Precincts 7 and 8,

**Precinct 4**  
City of Woodbury, Precincts 12 and 13A;  
City of Afton, Ward 2, Precinct 1

**Precinct 5**  
City of Woodbury, Precincts 14, 15 and 16

**Precinct 7**  
City of Newport

City of Cottage Grove Regular Polling Places:

<b>Cottage Grove P1</b>	<b>Cottage Grove Elementary School 7447 65th Street S</b>
<b>Cottage Grove P2</b>	<b>Park High School 8040 80th St. S</b>
<b>Cottage Grove P3 (ISD 200)</b>	<b>Cottage Grove Middle School 9775 Indian Blvd. South</b>
<b>Cottage Grove P4, (Denmark Twp)</b>	<b>833 School District Service Center 7362 East Point Douglas Rd</b>
<b>Cottage Grove P5</b>	<b>Cottage Grove Service Center 13000 Ravine Parkway S.</b>

<b>Cottage Grove P6</b>	<b>833 School District Program Center 8400 East Point Douglas Road S</b>
<b>Cottage Grove P7, (Grey Cloud Twp)</b>	<b>National Guard Armory 8180 Belden Blvd S</b>

**City of St. Paul Park Regular Polling Places:**

<b>St Paul Park P1</b>	<b>St Paul Park Council Chambers 600 Portland Ave</b>
<b>St Paul Park P2</b>	<b>St Paul Park City Office 600 Portland Ave</b>
<b>St Paul Park P3</b>	<b>Heritage Park Building 1345 Laurel Ave</b>
<b>St Paul Park P4</b>	<b>St Paul Park City Office 600 Portland Ave</b>

All qualified electors residing in the School District may cast their ballots at the polling places listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: July 15, 2021.

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_, Clerk

5. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

6. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot  
School District Ballot  
Independent School District No. 833  
(South Washington County Schools), Minnesota**

**November 2, 2021**

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**Instructions to Voters**

To vote, completely fill in the oval(s) next to your choice(s) like this: 

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To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

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**School District Question 1  
Revoking Existing Referendum Revenue Authorization;  
Approving New Authorization**

The board of Independent School District No. 833 (South Washington County Schools), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$1,536.60 per pupil and to replace that authorization with a new authorization of \$1,886.60 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2021 for taxes payable in 2022 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES**    Shall the revocation of the existing referendum authorization and the new authorization proposed by the board of Independent School District No. 833 (South Washington County Schools), Minnesota be approved?
- NO**

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

**School District Question 2**

**Revoking Existing Capital Project Levy Authorization;  
Approving New Authorization**

The board of Independent School District No. 833 (South Washington County Schools), Minnesota has proposed revoke the School District’s existing capital project levy authorization in the amount of 1.820% times the net tax capacity of the School District and to replace that authorization with a new capital project levy authorization in the amount of 3.383% times the net tax capacity of the School District to provide funds for the acquisition and installation of improved instructional technology, technology systems, and technology support staffing. The proposed capital project levy authorization will raise approximately \$5,000,000 for taxes first levied in 2021, payable in 2022, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$50,000,000.

- YES**    Shall the revocation of the existing capital project levy
  - NO**      authorization and the approval of the new capital project levy
- authorization to fund technology proposed by the board of Independent School District No. 833 (South Washington County Schools), Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A  
PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 2, 2021

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

(The ballot is to be initialed by two judges)

7. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

8. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

9. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 5, 2021, and the tenth day, November 12, 2021, after the special election for the purpose of canvassing the results thereof.

10. If the capital project levy authorization proposed in School District Question 2 is approved, all proceeds from the capital project levy shall be deposited in the capital project referendum account which is a separate account in the School District's general fund. All interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may only be used for the costs of acquisition and betterment of approved projects. As required by Minnesota Statutes, Section 123B.71, Subdivision 8, the Board hereby determines that the proposed capital projects address only technology and that, if approved by the voters, the funds generated by the capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, Subdivision 14. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

11. Pursuant to Minnesota Statutes, Section 123B. 63, Subdivision 3(f), Section 126C.17, Subdivision 9(e), and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot question in written form within fifteen (15) days after the results have been certified by the Board.

12. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.