

CERTIFICATION OF MINUTES RELATING TO AMENDING AND RESTATING SPECIAL ELECTION RESOLUTION

Issuer: Independent School District No. 13 (Columbia Heights Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 18, 2023 at 7:00 p.m. in the Community Room.

Members present: *Lorien Mueller, Laura Palmer, Julie Houle, Michelle Pettway, Mary Granlund*

Members absent: *Jessica Medearis*

Documents attached:

Minutes of said meeting (including):

RESOLUTION AMENDING AND RESTATING RESOLUTION DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION AND CALLING A SPECIAL ELECTION 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 18, 2023.

  
\_\_\_\_\_  
School District Clerk

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

RESOLUTION AMENDING AND RESTATING RESOLUTION DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON

WHEREAS, on May 23, 2023, this Board adopted a resolution entitled “RESOLUTION RELATING TO DETERMINING THE NECESSITY OF REVOKING AN EXISTING REFERENDUM REVENUE AUTHORIZATION AND REPLACING IT WITH A NEW REFERENDUM REVENUE AUTHORIZATION AND RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION AND CALLING A SPECIAL ELECTION THEREON” (the “Prior Resolution”); and

WHEREAS, the Prior Resolution used figures based on the estimated net tax capacity of the School District; and

WHEREAS, the net tax capacity of the School District has since been certified, and this Board desires to amend and restate the Prior Resolution to reflect the figures based on the certified net tax capacity; and

WHEREAS, any strikethrough text herein shall indicate language removed from the Prior Resolution, any underlined text shall indicate the amended language, and all other provisions of the Prior Resolution shall be restated;

WHEREAS, any strikethrough or underlined text appearing herein is informational only not intended to be retained in the final ballot questions provided herein.

NOW, THEREFORE, BE IT RESOLVED by the School Board (the Board) of Independent School District No. 13 (Columbia Heights Public 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 \$308.93 per pupil and replace that authorization with a new authorization of \$827 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law; and
  - (b) renew its capital project levy authorization, scheduled to expire after taxes payable in 2024, in the amount of 5.67% times the net tax capacity of the School District. The

proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,994,898 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$19,948,980.

The money raised by the proposed authorization will be used to cover the following costs:

- deferred maintenance projects at various district facilities, including Safety and Security improvements; tuckpointing; repair and replacement of casework, windows and doors; athletic facility improvements; roof repair and replacement; plumbing repair and replacement; parking and driveway improvements; repair of water damage and siding repair and replacement; and mechanical and signage improvements; and
- acquisition, installation, replacement, support and maintenance of software, improved technology, technology systems, network and infrastructure, and related training.

The projects to be funded have received a positive review and comment from the Commissioner of Education.

The program will be commenced prior to November 7, 2028 which is a date not more than five (5) years from the date of the special election approving the capital project levy authorization.

The question on the approval of the revocation of the existing referendum authorization and the new authorization proposed shall be School District Question 1 on the School District ballot at the special election held to approve said authorization. The question on the renewal of the expiring 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 projects described in subparagraph 1(b) will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to approve the capital project levy renewal is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the capital project levy renewal, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and

Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than ~~twenty (20)~~ forty-eight (48) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The questions on the approval of the revocation of the existing referendum authorization and the new authorization proposed and the renewal of the expiring capital project levy authorization shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling places and the precincts served by the polling places, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. 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. 13  
(COLUMBIA HEIGHTS PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 13 (Columbia Heights Public Schools), Minnesota, on November 7, 2023, 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. 13 (Columbia Heights Public Schools), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$308.93 per pupil and replace that authorization with a new authorization of \$827 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 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. 13 (Columbia Heights Public Schools), Minnesota be approved?

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

**School District Question 2  
Renewal of Expiring Capital Project Levy Authorization**

The board of Independent School District No. 13 (Columbia Heights Public Schools), Minnesota has proposed to renew its capital project levy, scheduled to expire after taxes payable in 2024, in the maximum amount of 5.67% times the net tax capacity of the school district. The proposed renewal of the expiring capital project levy authorization will raise approximately \$1,994,898 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$19,948,980.

The money raised by the proposed authorization will be used to cover the following costs:

- deferred maintenance projects at various district facilities, including Safety and Security improvements; tuckpointing; repair and replacement of casework, windows and doors; athletic facility improvements; roof repair and replacement; plumbing repair and replacement; parking and driveway improvements; repair of

water damage and siding repair and replacement; and mechanical and signage improvements; and

- acquisition, installation, replacement, support and maintenance of software, improved technology, technology systems, network and infrastructure, and related training.

The projects to be funded have received a positive review and comment from the Commissioner of Education.

The projects to be funded have received a positive review and comment from the Commissioner of Education.

Shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 13 (Columbia Heights Public Schools), Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE**

The property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.09431% for taxes payable in 2024 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 will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid for seasonal recreational residential property (e.g., cabins) nor on the value of agricultural land and buildings.

The figures in the table below are based on School District taxes for the proposed referendum revenue authorization only, and does not include tax levies for other purposes:

Type of Property	Estimated Market Value		Question 1 Revoked Referendum Revenue Authorization	Question 1 New Referendum Revenue Authorization	Net Increase
Residential Homestead	\$150,000		(\$52.85)	\$141.47	\$88.62
	200,000		(70.46)	188.63	118.16

Dated: July 18, 2023.

BY ORDER OF THE SCHOOL BOARD

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

6. 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.


7. 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. 13  
(Columbia Heights Public Schools), Minnesota**

**November 7, 2023**

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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. 13 (Columbia Heights Public Schools), Minnesota has proposed to revoke the School District's existing referendum revenue authorization of \$308.93 per pupil and replace that authorization with a new authorization of \$827 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.



**YES**

**NO**

Shall the revocation of the existing referendum authorization and the new authorization proposed by the board of Independent School District No. 13 (Columbia Heights Public Schools), Minnesota be approved?

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

**School District Question 2  
Renewal of Expiring Capital Project Levy**

The board of Independent School District No. 13 (Columbia Heights Public Schools), Minnesota has proposed to renew its capital project levy, scheduled to expire after taxes payable in 2024, in the maximum amount of 5.67% times the net tax capacity of the school district. The proposed renewal of the expiring capital project levy authorization will raise approximately \$2,070,569

\$1,994,898 for taxes payable in 2025, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately ~~\$20,705,690~~ \$19,948,980.

The money raised by the proposed authorization will be used to cover the following costs:

- deferred maintenance projects at various district facilities, including Safety and Security improvements; tuckpointing; repair and replacement of casework, windows and doors; athletic facility improvements; roof repair and replacement; plumbing repair and replacement; parking and driveway improvements; repair of water damage and siding repair and replacement; and mechanical and signage improvements; and
- acquisition, installation, replacement, support and maintenance of software, improved technology, technology systems, network and infrastructure, and related training.

The projects to be funded have received a positive review and comment from the Commissioner of Education.

- YES** Shall the renewal of the expiring capital project levy authorization proposed  
 **NO** by the board of Independent School District No. 13 (Columbia Heights Public Schools), Minnesota be approved?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 7, 2023

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Judge

(The ballot is to be initialed by two judges)

8. 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.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. 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.

12. If the capital project levy renewal 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. 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.

13. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

14. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

15. 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 10, 2023, and the tenth day, November 17, 2023, after the special election for the purpose of canvassing the results thereof.

16. Pursuant to Minnesota Statutes, Minnesota Statutes, 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 questions in written form within fifteen (15) days after the results have been certified by the Board.

17. 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.