

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 564 (Thief River Falls), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on July 24, 2023, at 6:00 p.m., held in the DSC Board Room.

Members present: R. Walseth, M. Hempel, M. Westerman, C. Melbye
K. Lian, M. Spears

Members absent: W. Nomeland

Documents Attached: Minutes of said meeting (including):

RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION
REVENUE OF THE SCHOOL DISTRICT, A NEW 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 this 24st day of July 2023.



School District Clerk

Member Michelle Westerman introduced the following resolution and moved its adoption, which motion was seconded by Member Kayla Lian:

RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT, A NEW CAPITAL PROJECT LEVY AUTHORIZATION, AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 564 (Thief River Falls), Minnesota (the “School District”) as follows:

1. The Board has investigated the facts and does hereby find and determine that it is necessary and expedient that the School District increase its general education revenue authorized by Minnesota Statutes, Section 126C.10.

2. Minnesota Statutes, Section 126C.17 authorizes the School District to increase its general education revenue in an amount approved by the voters of the district at a referendum called for such purpose.

3. The Board hereby determines and declares that it is necessary and expedient for the School District to increase its general education revenue by \$750 per adjusted pupil unit. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The proposed referendum revenue authorization would be applicable for ten (10) years, beginning with taxes payable in 2024, unless otherwise revoked or reduced as provided by law.

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

4. The Board has investigated the facts and does hereby find, determine and declare that, upon the approval of Ballot Question 1, it is necessary and expedient to authorize a capital project levy authorization of 4.426% times the net tax capacity of the School District. The proposed new capital project levy authorization will raise approximately \$800,000 for taxes payable in 2024, the first year it is levied, and would be authorized for seven (7) years. The estimated total cost of the projects to be funded over that time period is approximately \$5,600,000. The revenue from the proposed capital project levy authorization will provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure and the costs of technology related personnel and training.

The question on the approval of the new capital project levy authorization shall be School District Ballot Question 2 on the School District ballot at a special election to be held to approve said authorization. The passage of School District Ballot Question 2 shall be contingent on the passage of School District Ballot Question 1 as described herein.

5. The Board hereby determines and declares that it is also necessary and expedient for the School District to increase its general education revenue by an additional \$407 per

adjusted pupil unit. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The proposed referendum revenue authorization would be applicable for ten (10) years, beginning with taxes payable in 2024, unless otherwise revoked or reduced as provided by law.

The question on the approval of the referendum revenue authorization shall be School District Ballot Question 3 on the School District ballot at a special election to be held to approve said authorization. The passage of School District Ballot Question 3 shall be contingent on the passage of School District Ballot Question 1 as described herein.

6. The ballot questions as specified above shall be submitted to the qualified voters 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 o’clock a.m. and 8:00 o’clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

7. Pursuant to Minnesota Statutes, Section 205A.11, the School District combined polling place and the precincts served by the polling place, as previously established and designated by Board resolution adopted on December 12, 2022, for elections held in 2023 is hereby designated for this special election.

8. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least seventy-four (74) days before the date of the special election; (b) cause written notice of the special election to be provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) cause written notice of the special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted at the combined polling place on election day (the sample ballot shall not be printed on the same color paper as the official ballot); (e) if applicable, cause written notice of the special election to be sent by nonforwardable first class mail to every affected household in the District with at least one registered voter at least fourteen (14) days before the date of the special election; and (f) cause written notice of the special election to be 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 prior to the date of the special election.

The notice of special election so posted and published shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 564
(THIEF RIVER FALLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 564 (Thief River Falls), Minnesota (the “School District”), on Tuesday, November 7, 2023, for the purpose of voting on the following questions:

SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed to increase the School District’s general education revenue by \$750 per pupil. The proposed new referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Shall the increase in general education revenue proposed by the Board of Independent School District No. 564 (Thief River Schools), Minnesota be approved?

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

SCHOOL DISTRICT BALLOT QUESTION 2
APPROVAL OF CAPITAL PROJECT LEVY AUTHORIZATION

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed a new capital project levy authorization in the maximum amount of 4.426% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$800,000 for taxes first levied in 2023, payable in 2024, and would be authorized for seven (7) years. The estimated total cost of the projects to be funded over that time period is approximately \$5,600,000. The revenue from the proposed capital project levy authorization will provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure and the costs of technology related personnel and training. If School District Ballot Question 1 is approved, shall the capital project levy authorization proposed by the Board of Independent School District No. 564 (Thief River Falls), Minnesota be approved?

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

SCHOOL DISTRICT BALLOT QUESTION 3
**APPROVAL OF ADDITIONAL SCHOOL DISTRICT REFERENDUM REVENUE
AUTHORIZATION**

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed to increase the School District’s general education revenue by \$407 per pupil. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in

2024 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

If School District Question 1 is approved, shall the increase in general education revenue proposed by the Board of Independent School District No. 564 (Thief River Schools), Minnesota be approved?

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

The projected annual dollar tax increases for typical residential homesteads, agricultural homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below.

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 proposed referendum revenue levy only, and do not include taxes for other purposes:

Property Type	Estimated Market Value	Q1 - Op Levy Authority - \$750 per Pupil Unit	Q2 - Capital Projects Levy Referendum	Q3 - Op Levy Authority - \$407 per Pupil Unit	Q1 + Q2 + Q3
		Est. Tax Rate	Annual Tax Impact Commencing with Taxes Payable 2024	Annual Tax Impact Commencing with Taxes Payable 2024	Annual Tax Impact Commencing with Taxes Payable 2024
		0.12048%	4.426%	0.06541%	
Homestead Residential Property	100,000	120.48	31.78	65.41	217.67
	150,000	180.73	55.90	98.11	334.74
	200,000	240.97	80.03	130.81	451.81
Commercial / Industrial	100,000	120.48	66.39	65.41	252.28
	150,000	180.73	99.59	98.11	378.43
	200,000	240.97	143.85	130.81	515.63
Apartments	100,000	120.48	55.33	65.41	241.22
	150,000	180.73	82.99	98.11	361.83
	200,000	240.97	110.66	130.81	482.44
Ag Dwelling Value of HSTD Only (house, garage and 1 acre)	100,000	120.48	31.78	65.41	217.67
	150,000	180.73	55.90	98.11	334.74
	200,000	240.97	80.03	130.81	451.81
Remainder of Ag HSTD assessed value per acre	4,000	0.00	0.89	0.00	0.89
	5,000	0.00	1.11	0.00	1.11
	6,000	0.00	1.33	0.00	1.33
Remainder of Ag Non-HSTD assessed value per acre	4,000	0.00	1.77	0.00	1.77
	5,000	0.00	2.21	0.00	2.21
	6,000	0.00	2.66	0.00	2.66

Note - Seasonal rec property and agricultural land beyond dwelling value (home, garage and one acre) are exempt from RMY tax (voter approved operating referendum)

Combined Polling Place: Ralph Engelstad Arena
525 Brooks Avenue North
Thief River Falls, Minnesota 56701

This combined polling place serves all territory in Independent School District No. 564 located in all School District precincts.

Any eligible voter residing in the School District may vote at said election at the polling place designated above. The polls for said election will open at of 7:00 a.m. and will close at 8:00 p.m. on said election day.

A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: 7/24/23

BY ORDER OF THE SCHOOL BOARD

Chris Mudge, Clerk

9. The clerk is hereby authorized and directed to cause a notice of the special election to be mailed to each taxpayer in the School District at least fifteen (15) but no more than forty-five (45) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

10. 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 state, city, township and county election authorities conducting state general and other elections on that date (if any). 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 is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place, as applicable, on election day. 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 costs sharing.

11. The Clerk is authorized and directed to cause a 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, color and instructions as may be necessary to accommodate the use of an optical scan voting system and with such other changes as may be approved by the Superintendent of the School District:


[Form of Ballot on the Following Page]

SPECIAL ELECTION BALLOT

**SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 564
(THIEF RIVER FALLS), MINNESOTA**

November 7, 2023

Instructions to Voters

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

To vote for a question, fill in the oval next to the word “Yes” on that question.
To vote against a question, fill in the oval next to the word “No” on that question.

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed to increase the School District’s general education revenue by \$750 per pupil. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES Shall the increase in general education revenue proposed by the Board of Independent School District No. 564 (Thief River Schools), Minnesota be approved
- NO

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

**SCHOOL DISTRICT BALLOT QUESTION 2
APPROVAL OF CAPITAL PROJECT LEVY AUTHORIZATION**

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed a new capital project levy authorization in the maximum amount of 4.426% times the net tax capacity of the School District. The proposed capital project levy authorization will raise approximately \$800,000 for taxes first levied in 2023, payable in 2024, and would be authorized for seven (7) years. The estimated total cost of the projects to be funded over that time period is approximately \$5,600,000. The revenue from the proposed capital project levy authorization will provide funds for the acquisition, installation, replacement, support and maintenance of software, software licenses, computers, improved technology equipment, networks, infrastructure and the costs of technology related personnel and training.

- YES If School District Ballot Question 1 is approved, shall the capital project levy authorization proposed by the Board of Independent School District No. 564 (Thief River Falls), Minnesota be approved??
- NO

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

**SCHOOL DISTRICT BALLOT QUESTION 3
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 564 (Thief River Falls), Minnesota has proposed to increase the School District’s general education revenue by \$407 per pupil. The proposed referendum revenue authorization would be first levied in 2023 for taxes payable in 2024 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES If School District Question 1 is approved, shall the increase in general education revenue proposed by the Board of Independent School District No. 564 (Thief River Schools), Minnesota be approved?
- NO

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

[End of Form of Ballot]

12. Optical scan ballots must be printed in black ink on white materials, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instruction must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges’ initials are visible when the ballots are enclosed in a secrecy sleeve.

13. 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.

14. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

15. 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.

16. 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 date of the special election. The clerk 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 date of the test and cause the notice to be posted in the office of the County Auditor, the administrative office of the School District, and the office of any other local election official conducting the test.

17. 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 during the week preceding the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

18. 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 in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by 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

19. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

20. 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 and the tenth day after the special election for the purpose of canvassing the results thereof.

21. Pursuant to Minnesota Statutes, 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.

22. 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.

23. If the capital project levy authorization proposed in School District Question 2 is approved, a capital project referendum account shall be created as a separate account in the general fund of the School District. All proceeds from the capital project levy must be deposited in the capital project referendum account. 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 be used only for the costs of acquisition and betterment of the approved projects. As required by Minnesota Statutes, Section 123B.71, subdivisions 8, the Board hereby determines and states that the funds approved by the voters for said authorization will only be used 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.

Upon vote being taken thereon, the following voted in favor thereof: Ryan Walseth, Misty Hempel, Michelle Westerman, Chris Melbye, Kayla Lian, Mike Spears

and the following voted against the same: none

whereupon the resolution was declared duly passed and adopted.