

ULEN-HITTERDAL SCHOOL DISTRICT
 REGULAR SCHOOL BOARD MEETING
 WEDNESDAY, DECEMBER 13, 2023
 6:00 PM
 BOARD ROOM

<u>Elected</u>	<u>Roll Call</u>	<u>Term Exp.</u>	<u>Elected</u>	<u>Roll Call</u>	<u>Term Exp.</u>
2021	___ Mindy Bakke	2025	2023	___ Kathleen Evenson	2027
2021	___ Bob Klemetson	2025	2023	___ Donna Jacob	2027
2021	___ Nolan Braseth	2025	2023	___ Laura Tweten	2027
2023	___ Jennie Wibe-Bjerke	2027			

AGENDA

- I. Call to Order – Pledge of Allegiance
- II. Open Mic: (The Open Mic. segment is the agenda item that allows members of the public to address the Board on any issues they deem appropriate. Speaking time is limited to two minutes per person. It is requested by the Board that visitors refrain from addressing the Board during the Action Agenda unless invited to do so by the Board or Superintendent.)
- III. Special Reports:
 - A. Truth-In-Taxation (Tax Levy Hearing): During this segment of the meeting, citizens have the opportunity to ask questions or comment on the proposed tax levy or other school budget matters-Discussion to be led by Superintendent Flaten**
- IV. Good News:
 - A. UND Honor Band & Choir
 - B. FFA at UMC
 - C. KRJB Student of the Week
 - D. Shop with a Cop
- V. Approval of Minutes
- VI. Approval of Claims and Liquid Transfers
- VII. Reports:
 - A. Special Ed/Title Program – Laura Tweten
 - B. ECFE/Community Ed – Mindy Bakke
 - C. Student & Minority Liaison – Kathy Evenson, Jennie Wibe-Bjerke, Laura Tweten
 - D. Negotiations – Nolan Braseth, Mindy Bakke, Laura Tweten
 - E. Meet & Confer – Bob Klemetson, Jennie Wibe-Bjerke, Laura Tweten
 - F. Technology/Vocational – Mindy Bakke, Donna Jacob, Kathy Evenson
 - G. Marketing/Co-Curricular – Jennie Wibe-Bjerke, Bob Klemetson, Kathy Evenson
 - H. Facilities/Finance/Personnel – Jenne Wibe-Bjerke, Nolan Braseth, Donna Jacob
 - I. Food Service/Wellness – Mindy Bakke, Kathy Evenson

- J. MSHSL – Bob Klemetson
- K. World's Best Workforce – Laura Tweten, Donna Jacob

VIII. Dean of Students Report: Ted Critchley

- A. Career Readiness
- B. ILT Committee
- C. Parent-Teacher Conferences
- D. Teacher Inservice Dates

IX. AD Report: Ryan Pahl

- A. Winter Sports Update

X. Superintendent Report: Dustin Flaten

- A. Roofing Updates & Potential Services
- B. ATM at School
- C. MSBA January Conference

XI. Approval of Agenda

XII. Action Agenda:

1. Recommendation to approve the submission of the Review & Comment. (Enclosed)
2. Recommendation to approve the RESOLUTION RELATING TO DETERMINING THE NECESSITY OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION. (Enclosed)
3. Recommendation to certify the 2023 payable 2024 levy at the maximum (tentatively \$1,023,419.48.) (Enclosed)

XIII. Upcoming Meetings and Special Events: Reorganization & Regular Board Meeting will be held on January 10th, 2023 at 6 p.m.

XIV. Adjourn

Preliminary Fund Balance Projections						
2023-2024			Balance 7/1/2023	Revenues 2023-2024 275 adm's	Expenditures 2023-2024	Balance 6/30/2024
Reserved Fund Balances:						
B-01-422-000	Career Technical Levy		0.00	37,836.00	37,836.00	0.00
B-01-422-000	Compensatory		0.00	174,757.00	174,757.00	0.00
B-01-422-000	Learning & Development		0.00	61,540.00	61,540.00	0.00
B-01-422-000	Staff Development		0.00	42,112.00	42,112.00	0.00
B-01-422-000	Library Aid		0.00	40,000.00	40,000.00	0.00
B-01-422-000	Support Personnel		0.00	40,000.00	40,000.00	0.00
B-01-424-000	Operating Capital		55,628.00	13,211.00	21,271.00	47,568.00
B-01-438-000	Gifted and Talented		17,328.00	3,990.00	6,818.00	14,500.00
B-01-449-000	Safe Schools Levy		0.00	12,934.00	12,934.00	0.00
B-01-460-000	Nonspendable Balance		60,072.00	0.00	0.00	60,072.00
B-01-467-000	LTFM		-7,639.00	72,909.00	57,391.00	7,879.00
B-01-472-000	Restricted for MA		34,284.00	10,000.00	1,500.00	42,784.00
	Total Reserved Fund Balances		159,673.00	509,289.00	496,159.00	172,803.00
Unreserved Fund Balances:						
B-01-422-000	General Fund		1,454,595.00	3,823,448.00	3,766,760.00	1,462,655.00
B-01-422-000	Transfer to Comm Ed & ECFE & SR				48,628.00	
	Total Unreserved Fund Balances		1,454,595.00	3,823,448.00	3,815,388.00	1,462,655.00
	Total Reserved and Unreserved Fund Balances		1,614,268.00	4,332,737.00	4,311,547.00	1,635,458.00
Other Funds:						
B-02-422-000	Food Service Fund		50,892.00	230,000.00	237,621.00	43,271.00
B-04-431-000	Community Ed		0.00	84,525.00	104,408.00	-19,883.00
B-04-432-000	ECFE		2,680.00	24,927.00	17,400.00	10,207.00
B-04-444-000	School Readiness		0.00	54,414.00	92,122.00	-37,708.00
B-07-422-000	Debt Service		197,043.00	351,171.00	330,312.00	217,902.00

7th December
2023

Review and Comment Submittal

Ulen Hitterdal
ISD #914

Referendum 2024
Submitted to the Minnesota Department of Education

Dustin Flaten, Superintendent
Ulen Hitterdal #914
Submission: December 2023



Review and Comment Checklist

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Proposal

Ulen Hitterdal Public School District #914 (the District) proposes to obtain financing from the sale of General Obligation Bonds. The School District will seek voter approval of a two ballot question on Tuesday, 9th April 2024.

The Administration and School Board agree that this proposal, from a financial and facility standpoint, is in the long-range best interest of the District and this partnership will support the communities that comprise Ulen Hitterdal Schools.

Key Information

Address	Dustin Flaten, Superintendent of Schools Ulen Hitterdal #914 27 2nd St NW, Ulen, MN 56585 Phone: 218-596-8853 Email: dflaten@ulenhitterdal.k12.mn.us
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Engineer/Architect	Kevin Thuringer SitelogIQ, Inc. 80 S 8 th St., Ste 1850 Minneapolis, MN 55402 Phone: 888-819-0041
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Municipal Advisor	Kristin Hanson 50 South 6 th Street, Suite 2250 Minneapolis, MN, 55402 Phone: 612 371 3791 Email: hansonk@pfm.com
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MS 123B.71: Review and Comment Checklist

1. Geographic Area and Population to be Served

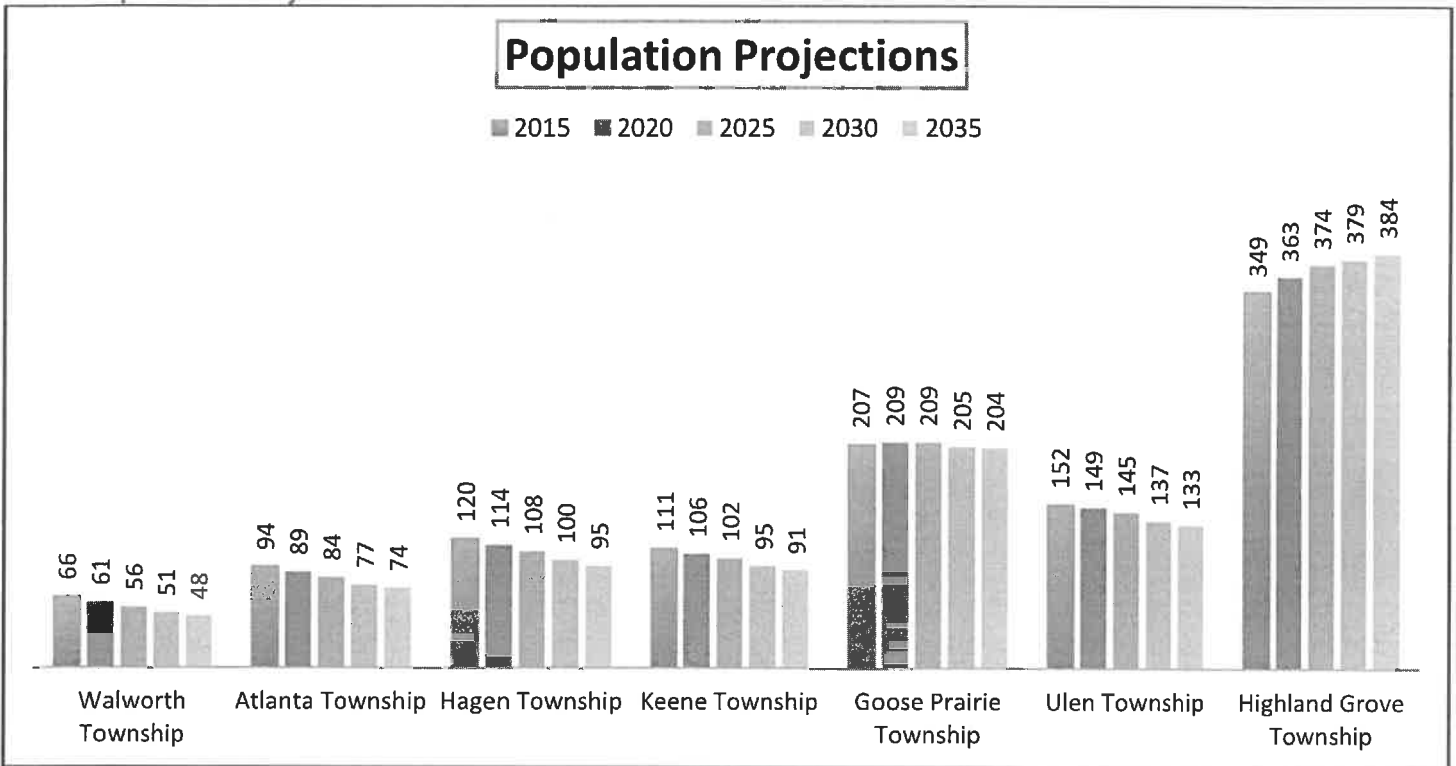
The geographic area and population to be served, kindergarten through grade 12 student enrollments for the past five years, and student enrollment projections for the next five years.

PK-12 Enrollment – Historical and Projected

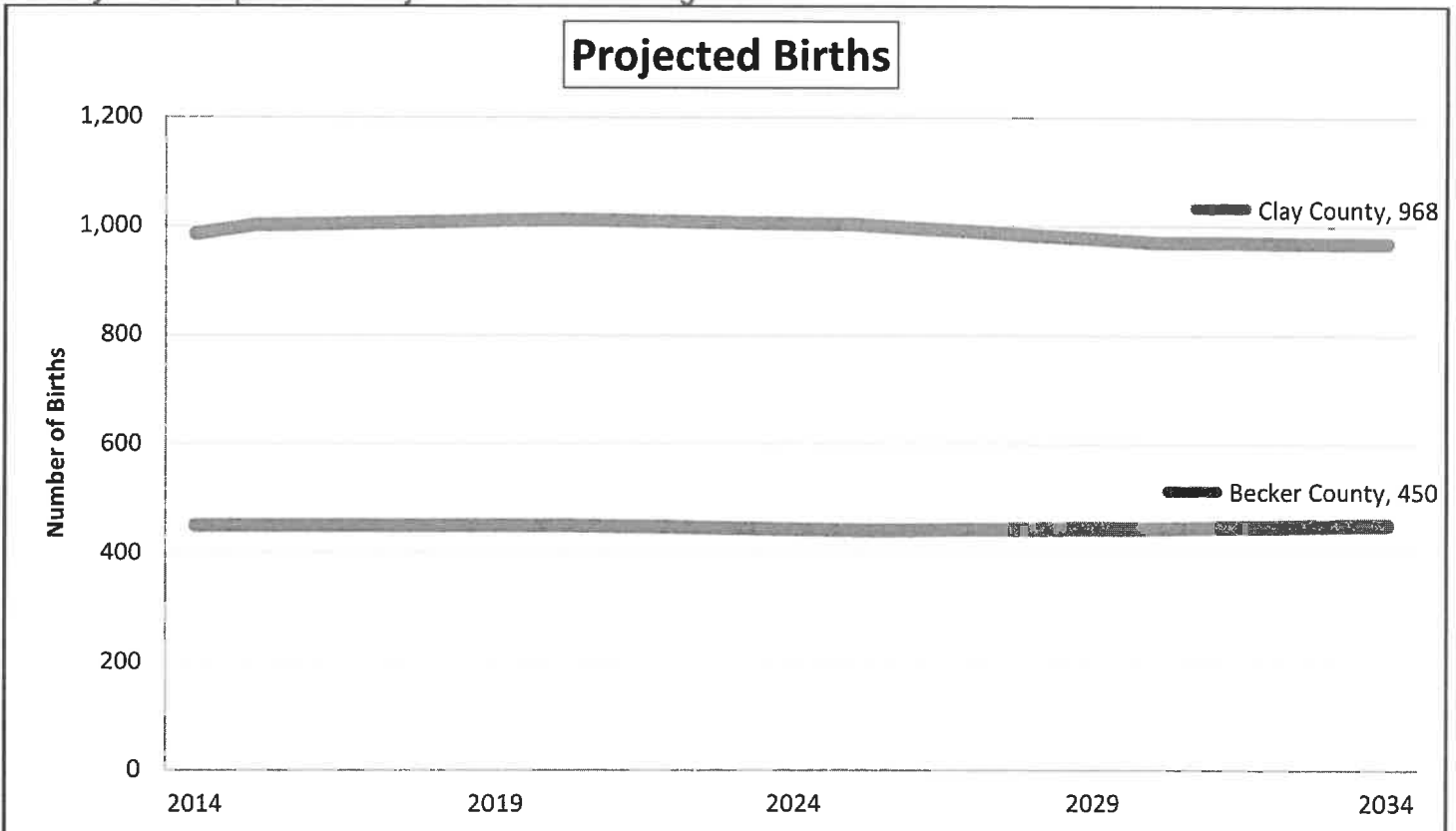
Enrollment Summary 2015-16 to Present and Projections through 2027-28													
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
Kind.	27	24	26	17	19	18	14	24	16	20	20	20	20
1st	26	26	24	24	15	20	17	17	24	16	20	20	20
2nd	19	25	26	25	26	17	18	17	19	24	16	20	20
3rd	20	20	24	28	23	27	17	18	19	19	24	16	20
4th	28	19	25	21	28	23	24	19	19	19	19	24	16
5th	21	26	20	26	21	27	24	26	18	19	19	19	24
6th	26	21	27	20	22	21	27	27	25	18	19	19	19
7th	29	24	21	26	18	19	23	26	29	25	18	19	19
8th	26	31	24	21	28	22	19	22	27	29	25	18	19
9th	21	25	32	24	21	27	22	17	25	27	29	25	18
10th	16	21	24	30	21	20	28	19	16	25	27	29	25
11th	27	15	20	21	30	23	18	24	22	16	25	27	29
12th	21	24	16	20	20	29	21	15	25	22	16	25	27
Total	307	301	309	303	292	293	272	271	284	279	277	281	276

Population to be Served

Area Population Projections¹



County-Wide Population Projections – School Age Children²

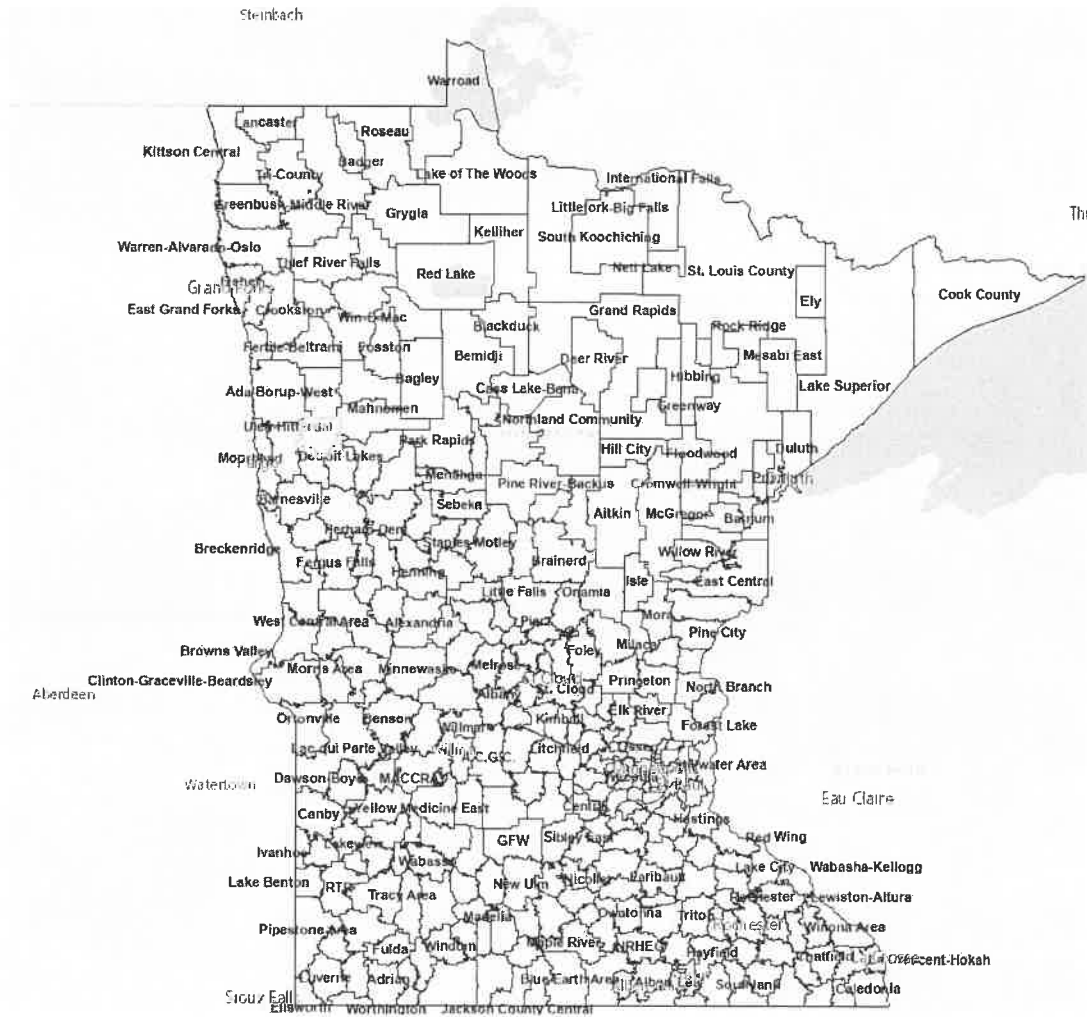


¹ Source: Minnesota State Demographic Center, October 2007

² Source: Minnesota State Demographic Center, March 2014; "Minnesota County Population Projections by Age and Gender, 2015-2045"

Geographic Area to be Served

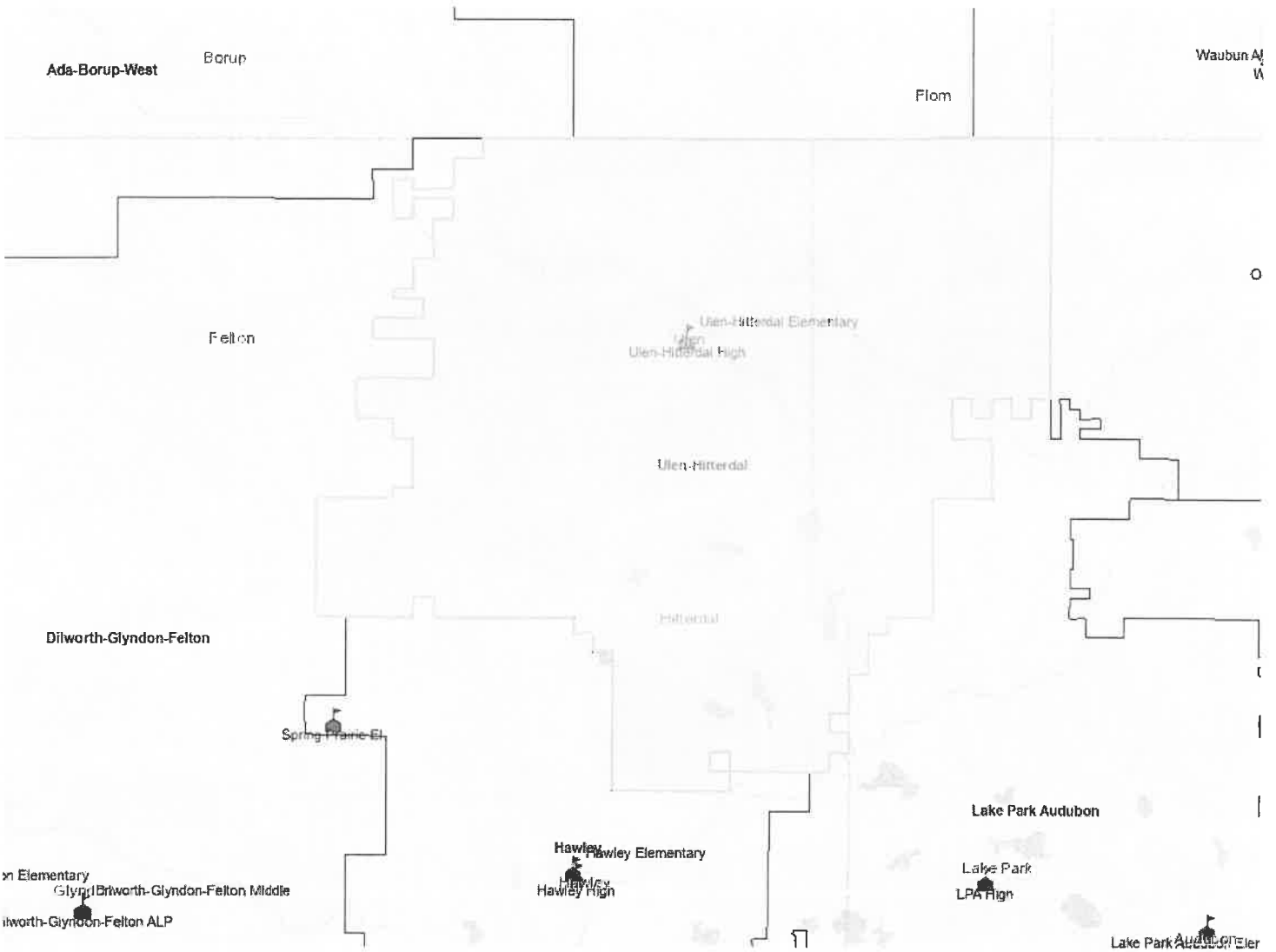
Ulen-Hitterdal Public Schools serves an area of approximately 212 square miles and primarily serves the cities and townships of Walworth, Atlanta, Hagen, Keene, Goose Prairie, Ulen, and Highland Grove.



Neighboring school districts with contiguous borders include:

- Ada-Borup-West
- Norman County East
- Wabun-Ogema-White Earth
- Lake Park Audubon
- Hawley
- Dilworth-Glyndon-Felton

District Boundaries



2. Existing Facilities and Their Utilization

List of existing facilities by year constructed, their uses, and an assessment of the extent to which alternate facilities are available within the school district boundaries and in adjacent school districts.

Year Constructed, Additions, Square Footage

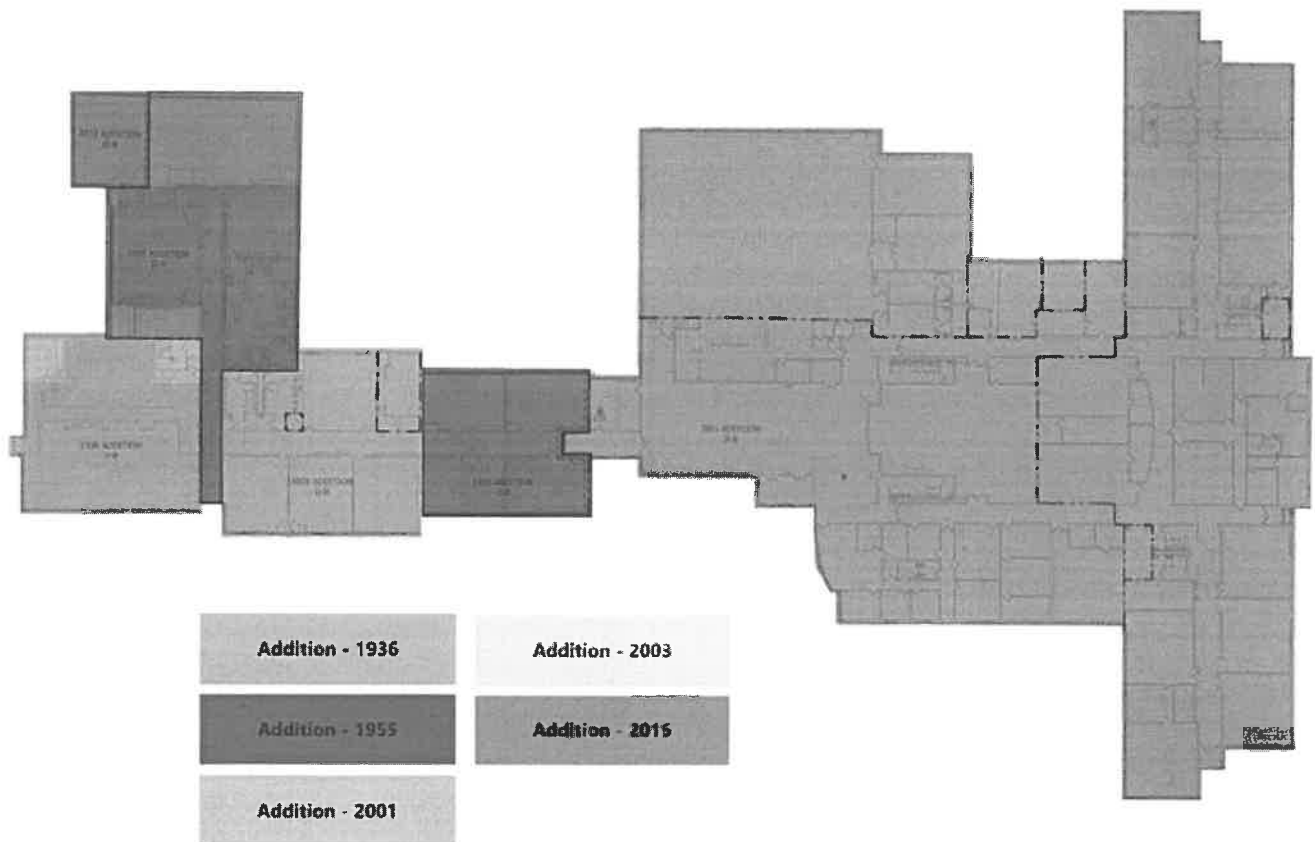
The District currently operates two facilities, with specifics below:

Facility	Address	City	Sq Ft	Orig. Const	Age
K-12 Facility	27 2nd St NW, Ulen, MN 56585	Ulen	89,510	1936	87

District Totals/Averages (from MDE)	89,510	1936	87.0
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K-12 School

The K-12 building was originally constructed in 1937 and has had several major additions as listed below. In addition, there have been on-going renovations including a significant mechanical renovation 2017. The total building square footage is 89,510 sq ft. as illustrated in the plans and summary below:



Addition	Year	Age	Sq Ft
Original Construction	1936	87	5,930
Classroom Addition	1955	68	13,760
Elementary Addition	2001	22	61,710
Classroom Additions	2003	20	6,720
Shop Addition	2015	8	1,390

Building Uses

K-12 School

The building is used as a K-12 educational facility including offices, classrooms, support spaces, shop, music spaces, art spaces, a competition gymnasium, and auditorium. The elementary, middle, and high school classes are divided into separate wings of the building, but all grades share the same cafeteria and large group spaces.

Available Alternative Facilities

There are no alternate facilities available in Ulen-Hitterdal, nor facilities to acquire in surrounding cities that can accommodate our needs.

3. Deficiencies of the School Facilities

A list of the specific deficiencies of the facility that demonstrate the need for a renovated facility to be provided, the process used to determine the deficiencies, a list of those deficiencies that will and will not be addressed by the proposed project, and a list of the specific benefits that the new or renovated facility will provide to the students, teachers, and community users served by the facility.

Needs For New or Renovated Facilities

Facility and Educational Assessments

Driven by a failing roof, Ulen-Hitterdal Public Schools ISD #914 engaged SitelogIQ to perform a comprehensive facility and educational analysis of their existing facilities in the fall of 2023. The district wanted to understand the existing conditions of their facilities and if it had “good bones” that should continue to be invested in for the next 20-50 years.

Assessment Overview

Information was gathered about the facilities to determine the existing conditions, where there were areas needing upgrades, and what it would cost to upgrade the facility. The assessments identified all major capital expenses the District will need to make in its facilities over the next 10 years, as well as looking forward at the longevity of the facility and all of its infrastructure.

Over the course of several months, SitelogIQ led analysts from multiple disciplines in reviewing a wide variety of aspects about the school facility. These experts dedicated months of time, including several on-site visits to this in-depth process, supported by many additional hours of input from members of Ulen-Hitterdal staff.

Prioritizing the Needs

The Ulen-Hitterdal School Board, along with the district's administration and facilities team, reviewed all of the findings from the facility assessment and the educational ideation sessions. They prioritized all of the identified needs during a workshopping session. Their priorities were as follows:

- Correct the immediate roofing needs of the building to address saturated insulation and failing roof systems that are limiting classroom operation.
- Address aging roof system to protect the building and prevent any future damage to interior systems.
- Address safety concerns by providing a new secure entrance, upgrading the camera system, and providing more coverage on the card reader system.
- Provide lighting updates to exterior athletic spaces.
- Upgrade windows, exterior doors, and building lighting to improve the exterior condition of the building and maintain proper envelope conditions.
- Complete lite programmatic improvements to improve ADA restrooms, staff planning spaces, and the bus garage conditions.

The outcome of the prioritization and workshopping resulted in the School Board moving forward with a referendum. The referendum will go to vote in the spring of 2024 with two questions. Assuming a successful referendum vote the construction of the prioritized projects will be phased over the summer of 2024 and summer of 2025.

Infrastructure Projects

General Project Description

The roofs have reached the end of their expected useful lives and have several sections that contain fully saturated insulation. The seals on parts of the roof have failed and require immediate attention to ensure the longevity of the building. The roof on the south side of the building will be removed down to deck and provided with new insulation and multiply roof membrane. Similarly, the north side of the roof will be partially removed, with new insulation added, and then resealed with a multiply roof membrane.

The exterior and grounds will be improved with new building perimeter lighting, athletic field lighting, window replacement, and door replacement. This will also include upgrades to the building security system by remodeling the main entrance and extending the coverage of their door card reader and camera systems.

Targeted mechanical units will also be replaced including mini-splits supporting the district IT server rooms and a domestic hot water heater. There will also be a small expansion to the plumbing system to support a new staff preparation area with appliances. All replacements, upgrades, and remodels across the building will be done in compliance with the latest energy and safety standards.

LTFM Scopes of Work

K-12 School

- Roof Replacements
- Remodel Restroom for ADA Compliance
- Exterior Building Lighting Upgrades
- Athletic Field Lighting Upgrades
- Window Replacement
- Tuckpointing and Control Joint Repairs
- Exterior Door Replacement
- Bus Garage Floor Replacement
- Hot Water Heater Replacement

- Mechanical Split System Upgrades
- Secure Entrance Remodel
- Staff Planning Room Remodel
- Card Access and Camera Upgrades

Process Overview and Asset Condition Assessment

Methodology

SitelogIQ performed a physical condition assessment of the systems that comprise Ulen-Hitterdal Public Schools' facility infrastructure. These assessments were conducted by technical analysts who have significant experience in assessing facility systems. The methodology employed for conducting these analyses was to use an Asset Condition Assessment worksheet (similar to the adjacent image), which identifies specific areas of the equipment that should be reviewed. In each of these areas, the technical analyst identified the functional working condition, and those metrics are later further refined to an overall condition assessment of the equipment. Once the physical assessment was completed, analysts evaluated system age to adjust the overall equipment condition to predict unplanned system failures and large capital expenditures.

Educational and Programing Ideation Sessions

SitelogIQ's team of architects, educational planners, and past educators met with the Ulen Hitterdal's staff and administration numerous times to best serve the needs of the programming of the district. The sessions focused on the educational environment, the needs of programming, and the future readiness of the facilities. The following sections are the culmination of their thoughts.

Feedback from Admin and Staff

- Address the roofing
- Improve safety
- Lighting is poor
- Safety concerns about bus/parent drop off
- Drafty windows
- Baseball and Football field lighting
- No teacher prep area
- Not enough cameras

Assessment and Ideation Findings

At the conclusion of comprehensive facility assessment and the educational and programming ideation sessions, Ulen Hitterdal worked with SitelogIQ to prioritize their needs based on the age, physical condition, remaining useful life, educational impact, and need. The result of the assessments and prioritization culminated in the identification of a total of approximately \$10 million worth of facilities, educational and athletic needs/deficiencies across the School. These needs ranged from low priority future wish list ideas which do not require action to immediate priority needs for repair or replacement.

Based on the feedback from community, administration and staff, the board of Ulen Hitterdal have chosen to concentrate efforts on protecting the integrity and longevity of the building, as well as making realistic security enhancements.

Community Engagement

Community Engagement

With the nature of Ulen Hitterdal's immediate roofing need, the community engagement process looked to verify the support of the community for various projects, including the roofing, in a community survey. The survey was available online and in paper through the district and was advertised through district email, social media posts, and a postcard to all homes in the district.

Survey Results and Prioritization

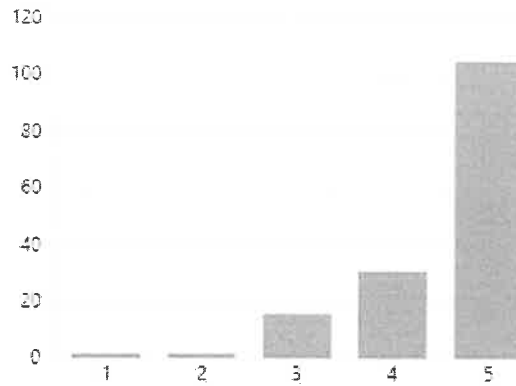
The community survey was filled out by 161 residents of Ulen Hitterdal, approximately 10% of the population. The demographic breakdown was representative of the district with a mixture of parents and non-parents, as well as agricultural land owners.

Respondents were asked to gauge their support for various projects and the corresponding tax impacts. The breakdown of the most supported projects are below.

12. How likely would be to support a referendum that provides funding to **replace leaking and failing roofing?**

[More Details](#) [Insights](#)

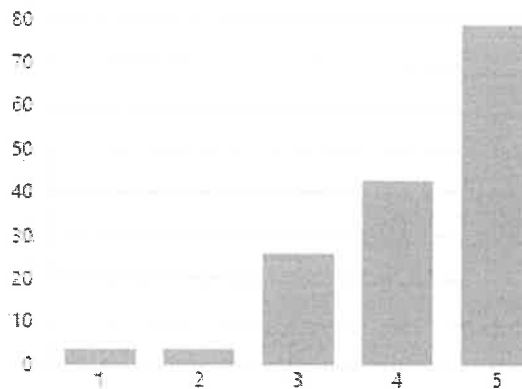
4.51
Average Rating



13. How likely would you be to support a referendum that provides funding to **replace single pane windows with new energy efficient windows?**

[More Details](#) [Insights](#)

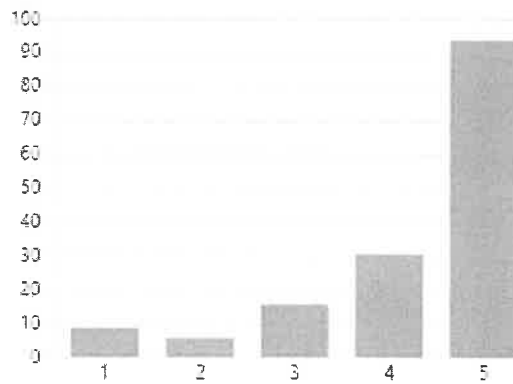
4.21
Average Rating



19. How likely would you be to support a referendum that provides funding to **improve card access to the building entrances and increase the number of security cameras?**

[More Details](#) [Insights](#)

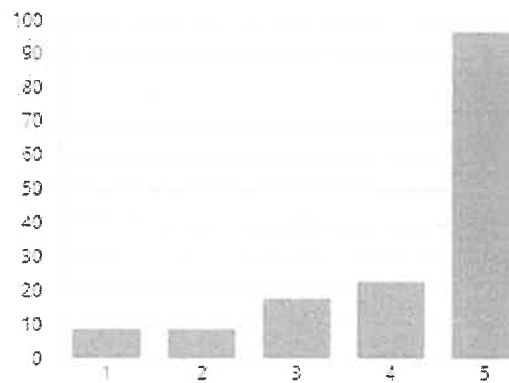
4.25
Average Rating

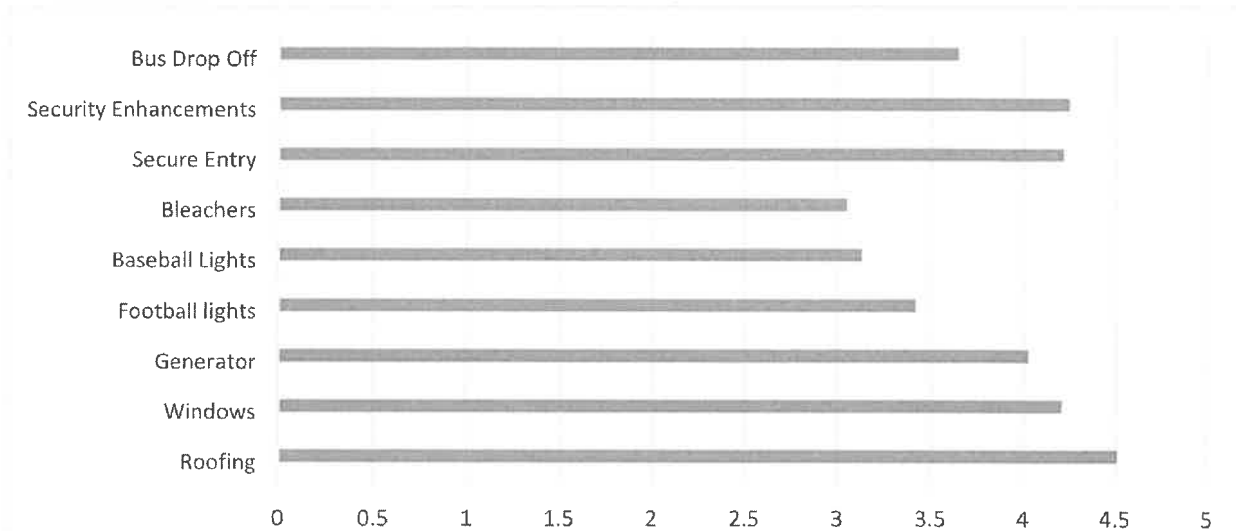


18. How likely would you be to support a referendum that provides funding to address **a secure entryway to the school?**

[More Details](#) [Insights](#)

4.22
Average Rating





The survey responses were ranked in order of support based and the Board took these into consideration when designing the scope of work to be completed.

Community Engagement Conclusion

The Board and Administration of Ulen Hitterdal took into account the results of the community wide survey to best answer the question: how does the community view and support the facilities of our school district? In doing so, the scope of work is representative of the needs of the community and what they believe the district should be doing to safeguard and improve the school for the longevity and success of their students.

Deficiencies Not Addressed by the Proposed Projects

The proposed projects in this review and comment for the Ulen-Hitterdal School facility improvement plan address a significant amount of the district's needs. While there are still select project scopes not addressed in this work, the district has strategically targeted the most pressing upgrades to ensure the health, safety, and longevity of their facilities. As part of a long-range plan the remaining items will be considered with alternative funding sources such as LTFM funding on an annual basis:

K-12 Building

Infrastructure

- Baseball Field Lighting
 - The existing fields have no lighting which limits usage of the fields by the school and the community, however, there is no immediate need for lighting to be provided.
- Football Field Bleacher Replacements
 - The existing bleachers are not ADA compliant and are starting to create unsafe egress conditions. The district is planning to fund this replacement through other funding streams and community support.
- Window Replacements

- The 2001 window systems around the building are aging and should be planned for replacement in the next 10 years.
- Parking Lots and Bus Loop
 - There are several gravel parking lots, underutilized spaces, as well as a shared public and bus drop-off route. These lots will be restored and corrected as needed by the district in future years.

Benefits to Students, Teachers, and Community Users



The benefits of the proposed plan in this review and comment are numerous but the key aspects are related to the roofing replacements:

- Protect the building from the damaging effects of water intrusion.
- Improve the safety and security of the building with a new secure entrance.
- Improve the safety and security of the building with new exterior lighting and key fob access.
- Create a dedicated staff prep area.
- Improve energy efficiency through replacement of exterior doors and windows.

Conclusion

This plan submitted for Review and Comment addresses the most pressing needs for our school district aligned with community priorities at the appropriate costs.

4. Description of Proposed Project

A description of the project, including the specification of site and outdoor space acreage and square footage allocations for classrooms, laboratories, and support spaces; estimated expenditures for the major portions of the project; and the dates the project will begin and be completed.

Overview

The complete project will include projects funded from a two-question, contingent upon each other, voter referendum as follows.

Proposed Voter Referendum Project – Question 1

Question #1 - \$4,310,000, which includes all construction, design, soft, and bond issuance costs.

The total construction cost will be \$4,070,775

The remodeled facilities will provide the following:

K-12 Building – Roofing Replacement

1. **North Wing Built-Up Roof Replacement:** This opportunity includes the replacement of the north half of the roof. The existing membrane will be removed, new insulation will be added to meet energy code requirements, and a new multi-ply roof system will be installed.
2. **South Wing Built-Up Roof Replacement:** This opportunity includes the replacement of the south half of the roof. The existing membrane and saturated insulation will be removed down to deck. New insulation will be added to meet energy code requirements along with a new multi-ply roof system similar to the North Wing.

Project Descriptions – Question 2

Question #2 - \$1,630,000 which includes all construction, design, soft, and bond issuance costs.

The total construction cost will be \$1,533,200

The remodeled facilities will provide the following:

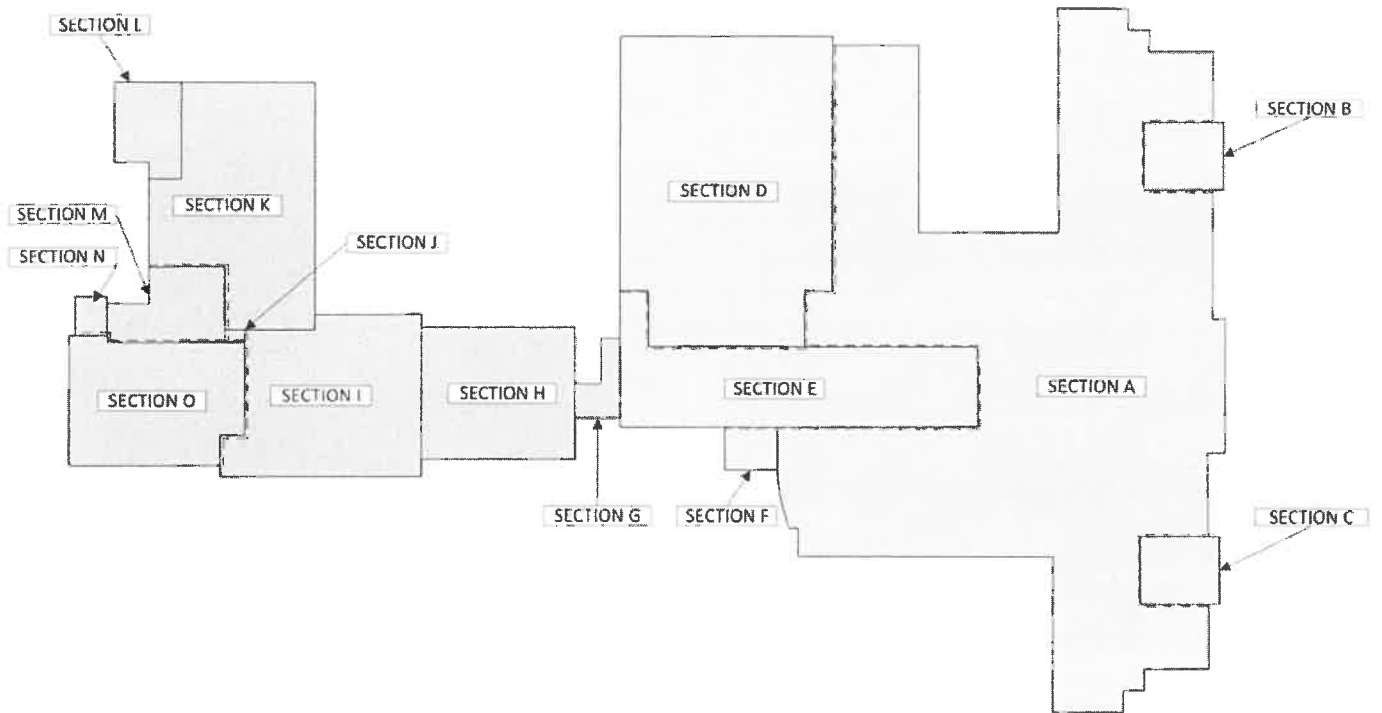
K-12 Building – Infrastructure Upgrades

1. **Dressing Remodel and ADA Upgrade:** The existing 300sqft dressing room restrooms are well worn and do not support current ADA accessibility requirements. This opportunity is a remodel of the dressing room restroom, which includes proper demolition of the abandon showers. New ADA fixtures and restroom finishes would be provided.
2. **Exterior Lighting Upgrades:** This opportunity includes the replacement of all fluorescent, exterior surface mounted light fixtures with new LED fixtures. The decorative light poles on the north side of the building would be replaced with new surface mounted fixtures and the parking lots lights would be upgraded to LED fixtures.
3. **Football Field Lighting Upgrades:** This opportunity includes replacing the worn football field lighting system in its entirety. New poles, fixtures, and LED lights would be provided.

4. **Window Replacement:** This opportunity includes replacing the remaining single pane windows in the Shop and Theater Storage spaces. New paneling or double pane windows would be provided as preferred by the district.
5. **Building Façade Maintenance:** The building façade will be resealed and repaired to ensure thermal performance and prevent any moisture from entering the building. This allowance includes tuckpointing, caulking, and control joint replacement around the building exterior to maintain the air and vapor barrier.
6. **Exterior Door Replacement:** This opportunity includes replacing the single and double metal doors around the building exterior with new doors ensuring controlled building access and performance of the building envelope.
7. **Bus Garage Floor Upgrade:** This opportunity includes infilling the dirt floor with a new concrete floor within the existing bus garage to better manage winter conditions and regular bus maintenance.
8. **Mechanical System Replacements:** This opportunity includes the replacement of the failed hot water heater as well as investigation into the building water quality and possible addition of water filters. This also includes replacing the existing mini-split as well as adding a new mini-split dedicated to serve the primary data room. The temperature control for the IT data room and neighboring office would also be separated.
9. **Secure Entry Remodel:** This opportunity includes an allowance for extending the main vestibule into front office. The corridor and front office would be partially remodeled to allow for controlled visitor flow. The entry will accommodate an ADA accessible entrance in coordination with safe/secure entry pass-through of guests into building.
10. **Staff Prep Area Remodel:** This opportunity includes converting the old computer lab into a new, shared staff prep area. New furniture and kitchenette fixtures would be provided in the remodel with a small extension onto the nearby plumbing mains.
11. **Electronic Security Upgrades:** This opportunity includes the replacement of all existing card readers as well as the addition of new card readers at additional exterior doors. It also includes the replacement, and addition, of interior and exterior cameras around the building to ensure full coverage.

Plans

Ulen-Hitterdal Plans



Single Pane	2016 Windows
2001 Windows	2018 Windows
2003 Windows	



Project Budget

The costs to complete the total scope of work included in the referendum less the costs of bonding and issuance will total be \$5,623,975 which breaks down as follows:

Question 1:

Short Description	Project Budget
North Wing - Built-Up Roof Replacement	\$2,520,000
South Wing - Built-Up Roof Replacement	\$1,550,775

Ulen-Hitterdal Public Schools	
Renovations	\$3,000,005
Addition	\$0
Technology/FF&E	\$0
Site Improvements	\$150,000
Soft Costs	\$763,270
Contingency	\$157,500
Total	\$4,070,775

Question 2:

Short Description	Project Budget
Remodel Dressing Room Restroom	\$123,000
Exterior Lighting Upgrades	\$144,500
Upgrade Football Field Lighting	\$243,950
Single Pane Window Replacement	\$185,000
Building Façade Maintenance	\$57,500
Exterior Metal Door Replacement	\$92,000
New Bus Garage Floor - Concrete	\$150,000
Hot Water Heater Replacement with Filter	\$61,750
Split System Replacements	\$33,500
Secure Entrance Remodel - Partial	\$204,000
Staff Prep Area with New Utility Services	\$175,000
Card Access Upgrades - Allowance	\$36,750
Security Camera Upgrades - Allowance	\$46,250

Ulen-Hitterdal Public Schools	
Renovations	\$544,925
Addition	\$0
Technology/FF&E	\$34,790
Site Improvements	\$622,348
Soft Costs	\$291,225
Contingency	\$59,912
Total	\$1,553,200

In the instance there are funds available after all proposed projects are completed, the School Board will use remaining funds to complete additional unidentified capital expenditures, resolve existing deficiencies noted in Section 3, or for the procurement of furniture, fixtures, equipment and/or technology as necessary.

Operating Cost

There are some benefits to this plan of work. There are no additions included in this plan and building size will not change.

While it's hard to know the exact operational savings from this project we anticipate seeing savings over time from a combination of reduced energy and utility cost, and a reduction in the need for exhaustive maintenance from LTFM budgets. Currently, the district is paying a substantial amount in patching and repairing failing roofing. They are also losing energy through single pane windows and doors. But overall, the building has already seen a lot of energy saving upgrades through newer mechanical equipment and LED retrofits.

Building and Site Related Cost (potential savings)

- Modern construction will capitalize on energy efficiencies far superior to current facilities
 - a. Replacement of the roofing and insulation in the south section will improve energy efficiency.
 - b. The district will not be paying for roofing repairs from LTFM.
 - c. Replacement of the single pane windows and worn exterior doors will also add to improved energy efficiency.

Energy Increase

- No increases in energy are anticipated

Staffing Costs (potential savings)

- Currently, maintenance staff are spending a lot of time and operating capital repairing damage from leaking roofs.

Schedule

With voter approval, design work will begin Spring 2024 with the anticipated start of construction on the south section of the roof to begin summer of 2024. The construction will be phased and coordinated with the school schedule with final completion of all renovations and additions anticipated by late fall 2025.

Funding Sources and Uses

5. Funding Source(s)

Specification of the source of financing the project, including applicable statutory citations; the scheduled date for a bond issue or school board action; a schedule of payments, including debt service equalization aid; and the effect of a bond issue on local property taxes by the property class and valuation.

Funding Summary

The School Board of Independent School District No. 914 (Ulen Hitterdal) proposes to obtain funding for its school building projects as outlined in this Review and Comment from the sale of its general obligation school building bonds (the "Bonds") issued pursuant to Minnesota Statutes, Chapter 475. The School District will seek voter approval on Tuesday, May 14,

2023 with a two question ballot pursuant to Minnesota Statutes, Section 205A.05. Question 2 is contingent on the passage of Question 1. If approved, the ballot question would authorize the issuance of up to \$5,940,000 in bonds. For both questions, the underwriter's discount and costs of issuance, including the rounding amount, are estimated at \$118,025. In addition, \$198,000 is included as capitalized interest due to the timing of the election and the District's ability to levy for the first interest payment on the bonds if the election is successful. The difference between the amount requested to be authorized by the voters less the costs of issuance and capitalized interest equals \$5,623,975, the amount the District expects to need for the construction projects.

PFM Financial Advisors LLC has prepared the following schedules which have been included in the **Appendix** of this document:

- Estimated sources and uses of funds for the proposed bond issue
- Estimated debt payment structure for the anticipated bond issue and estimated annual debt service property tax levies after accounting for the 105% levy requirement (the district does not qualify for debt service equalization aid under current law)
- An analysis of the estimated tax impact on various values of residential, commercial, and agricultural properties for the proposed bond issue

Funding Sources and Uses

Independent School District No. 914 (Ulen-Hitterdal), Minnesota

2024 School Building Bonds - Questions 1 and 2

For Review and Comment

November 29, 2023

Type of Debt	GO School Building Bonds		
	Ballot Question 1 \$4,310,000 June 1, 2024 Roofing Project	Ballot Question 2 (contingent on passage of Ballot Question 1) \$1,630,000 June 1, 2024 Additional Capital Projects	Ballot Questions 1 and 2 \$5,940,000 June 1, 2024
Amount of Borrowing			
Dated Date (Closing)			
Projects			
Project Costs	\$4,070,775	\$1,553,200	\$5,623,975
Costs of Issuance (including fees for financial advisor, bond counsel*, rating agency, county auditor certificates, posting of the official statement, paying agent and contingency)	\$52,125	\$6,500	\$58,625
Underwriters Discount (not to exceed 1% of par)	\$43,100	\$16,300	\$59,400
Estimated Capitalized Interest	\$144,000	\$54,000	\$198,000
TOTAL PAR AMOUNT OF BONDS	\$4,310,000	\$1,630,000	\$5,940,000

Debt Service Schedule

Question One

Property Valuations		Existing Debt/Debt Levy*					Proposed GO Building Bonds (2024 Election)					Total Levy	
Year	NTC** (\$000s)	GO Bonds	IAQLIFM Bonds	Debt Excess	Net Levy	Tax Rate	Principal	Interest***	P&I + 5%	Tax Rate	Combined P&I + 5%	Net Levy	Tax Rate
2021 / 2022 / 2023	4,367		424,704	-	424,704	9.72					424,704	424,704	9.72
2022 / 2023 / 2024	4,697		237,915	-	237,915	5.07					237,915	237,915	5.07
2023 / 2024 / 2025	5,872		241,828	-	241,828	4.12		143,667		0.00	241,828	241,828	4.12
2024 / 2025 / 2026	5,872		248,338	-	248,338	4.23		215,500		3.85	474,613	474,613	8.08
2025 / 2026 / 2027	5,872		249,139	-	249,139	4.24		215,500		3.85	475,414	475,414	8.10
2026 / 2027 / 2028	5,872		249,585	-	249,585	4.25		215,500		3.85	475,860	475,860	8.10
2027 / 2028 / 2029	5,872		244,388	-	244,388	4.16		215,500		3.85	470,663	470,663	8.02
2028 / 2029 / 2030	5,872		247,118	-	247,118	4.21		215,500		3.85	473,393	473,393	8.06
2029 / 2030 / 2031	5,872		120,645	-	120,645	2.05	135,000	215,500		6.27	488,670	488,670	8.32
2030 / 2031 / 2032	5,872		122,588	-	122,588	2.09	140,000	208,750		6.24	488,775	488,775	8.32
2031 / 2032 / 2033	5,872		124,373	-	124,373	2.12	145,000	201,750		6.20	488,660	488,660	8.32
2032 / 2033 / 2034	5,872						275,000	194,500		8.40	492,975	492,975	8.40
2033 / 2034 / 2035	5,872						290,000	180,750		8.42	494,288	494,288	8.42
2034 / 2035 / 2036	5,872						300,000	166,250		8.34	489,563	489,563	8.34
2035 / 2036 / 2037	5,872						315,000	151,250		8.34	489,563	489,563	8.34
2036 / 2037 / 2038	5,872						335,000	135,500		8.41	494,025	494,025	8.41
2037 / 2038 / 2039	5,872						350,000	118,750		8.38	492,188	492,188	8.38
2038 / 2039 / 2040	5,872						365,000	101,250		8.34	489,563	489,563	8.34
2039 / 2040 / 2041	5,872						385,000	83,000		8.37	491,400	491,400	8.37
2040 / 2041 / 2042	5,872						405,000	63,750		8.38	492,188	492,188	8.38
2041 / 2042 / 2043	5,872						425,000	43,500		8.38	491,925	491,925	8.38
2042 / 2043 / 2044	5,872						445,000	22,250		8.36	490,613	490,613	8.36
Totals:					2,510,619		4,310,000	3,107,917		7,637,963	10,148,582	10,148,582	

* Principal and interest plus 5% as required in statute.

** Assumes no change in Tax Capacity (no growth in value); Pay 2023 value is from the 2023 Payable 2023 School Tax Report and the proposed Pay 2024 value is from Clay County.

*** Interest due on 2/1/2024 will be capitalized and included in the size of the bond issue.

Question One and Two Combined

Ulen-Hitterdal School District ISD 914 Levy Supported Debt Questions 1 and 2: \$5,940,000 G.O. School Building Bonds (April 2024 Election)														
Property Valuations			Existing Debt/Debt Levy*				Proposed GO Building Bonds (2024 Election)				Total Levy			
Year	NTC** (\$000s)	(Levy / Pay / Fiscal)	GO Bonds	IAQ LTFM Bonds	Debt Excess	Net Levy	Tax Rate	Principal	Interest***	Levy P&I + 5%	Tax Rate	Combined P&I + 5%	Net Levy	Tax Rate
2021 / 2022 / 2023	4,367			424,704	-	424,704	9.72					424,704	424,704	9.72
2022 / 2023 / 2024	4,697			237,915	-	237,915	5.07					237,915	237,915	5.07
2023 / 2024 / 2025	5,872			241,828	-	241,828	4.12		198,000		0.00	241,828	241,828	4.12
2024 / 2025 / 2026	5,872			248,338	-	248,338	4.23	55,000	297,000	369,600	5.29	617,938	617,938	10.52
2025 / 2026 / 2027	5,872			249,139	-	249,139	4.24	60,000	294,250	371,963	6.33	621,101	621,101	10.58
2026 / 2027 / 2028	5,872			249,585	-	249,585	4.25	60,000	291,250	368,813	6.28	618,398	618,398	10.53
2027 / 2028 / 2029	5,872			244,388	-	244,388	4.16	70,000	288,250	376,163	6.41	620,550	620,550	10.57
2028 / 2029 / 2030	5,872			247,118	-	247,118	4.21	70,000	284,750	372,488	6.34	619,605	619,605	10.55
2029 / 2030 / 2031	5,872			120,645	-	120,645	2.05	200,000	281,250	505,313	8.61	625,958	625,958	10.66
2030 / 2031 / 2032	5,872			122,588	-	122,588	0.00	210,000	271,250	505,313	6.61	627,900	627,900	10.69
2031 / 2032 / 2033	5,872			124,373	-	124,373	0.00	215,000	260,750	499,538	8.51	623,910	623,910	10.63
2032 / 2033 / 2034	5,872						0.00	350,000	250,000	630,000	10.73	630,000	630,000	10.73
2033 / 2034 / 2035	5,872						0.00	370,000	232,500	632,625	10.77	632,625	632,625	10.77
2034 / 2035 / 2036	5,872						0.00	380,000	214,000	634,200	10.80	634,200	634,200	10.80
2035 / 2036 / 2037	5,872						0.00	405,000	194,500	629,475	10.72	629,475	629,475	10.72
2036 / 2037 / 2038	5,872						0.00	430,000	174,250	634,463	10.81	634,463	634,463	10.81
2037 / 2038 / 2039	5,872						0.00	450,000	152,750	632,888	10.78	632,888	632,888	10.78
2038 / 2039 / 2040	5,872						0.00	470,000	130,250	630,263	10.73	630,263	630,263	10.73
2039 / 2040 / 2041	5,872						0.00	495,000	106,750	631,838	10.76	631,838	631,838	10.76
2040 / 2041 / 2042	5,872						0.00	520,000	82,000	632,100	10.77	632,100	632,100	10.77
2041 / 2042 / 2043	5,872						0.00	545,000	56,000	631,050	10.75	631,050	631,050	10.75
2042 / 2043 / 2044	5,872						0.00	575,000	28,750	633,938	10.80	633,938	633,938	10.80
Totals:						2,510,619		5,940,000	4,088,500	10,322,025		12,832,644	12,832,644	

* Principal and interest plus 5% as required in statute.

** Assumes no change in Tax Capacity (no growth in value); Pay 2023 value is from the 2022 Payable 2023 School Tax Report and the proposed Pay 2024 value is from Clay County.

*** Interest due on 2/1/2024 will be capitalized and included in the size of the bond issue.

Tax Impact Analysis

Ulen-Hitterdal ISD No. 914, MN Tax Impact (Pay 2025) for School Bond Election (April 2024)* Question 1: \$4,310,000 and Question 2: \$1,630,000			
Taxes Payable Year - Pay 2025	Question 1: \$4,310,000	Question 2: \$1,630,000	Questions 1 and 2: \$5,940,000
Total Net Tax Capacity	\$5,871,796	\$5,871,796	\$5,871,796
Debt Service Levy Amount	\$226,275	\$143,325	\$369,600
Net Tax Capacity Tax Rate	3.85%	2.44%	6.29%
Residential Homestead			
\$100,000	\$24	\$15	\$39
\$125,000	\$35	\$22	\$56
\$150,000	\$45	\$29	\$74
\$175,000	\$56	\$35	\$91
\$200,000	\$66	\$42	\$108
\$250,000	\$87	\$55	\$142
\$300,000	\$108	\$68	\$177
\$400,000	\$150	\$95	\$245
\$500,000	\$192	\$122	\$314
Agricultural Homestead (Assumed HGA valued at \$150,000)*			
\$350,000	\$57	\$36	\$92
\$450,000	\$62	\$40	\$102
\$550,000	\$68	\$43	\$111
\$650,000	\$74	\$47	\$121
\$850,000	\$86	\$54	\$140
\$900,000	\$88	\$56	\$144
\$1,050,000	\$97	\$61	\$159
\$1,300,000	\$112	\$71	\$182
\$1,550,000	\$126	\$80	\$206
Agricultural Nonhomestead (per acre)*			
\$3,000	\$0.35	\$0.22	\$0.57
\$4,000	\$0.46	\$0.29	\$0.76
\$5,000	\$0.58	\$0.37	\$0.94
\$6,000	\$0.69	\$0.44	\$1.13
Commercial and Industrial			
\$125,000	\$72	\$46	\$118
\$250,000	\$164	\$104	\$268
\$375,000	\$260	\$165	\$425
\$500,000	\$356	\$226	\$582
\$750,000	\$549	\$348	\$897
Seasonal Recreational			
\$50,000	\$19	\$12	\$31
\$100,000	\$39	\$24	\$63
\$150,000	\$58	\$37	\$94
\$200,000	\$77	\$49	\$126
\$250,000	\$96	\$61	\$157
\$300,000	\$116	\$73	\$189
\$350,000	\$135	\$85	\$220
\$400,000	\$154	\$98	\$252
\$500,000	\$193	\$122	\$315

*Includes Agricultural Credit of 70% and updated homestead market value exclusion made by the 2023 legislative session.

6. Certification of Architects and Engineers

As required under section 123B.72, for buildings coming into service after July 1, 2002, a certification that the plans and designs for the extensively renovated or new facility's heating, ventilation, and air conditioning systems will meet or exceed code standards; will provide for the monitoring of outdoor airflow and total airflow of ventilation systems; and will provide an indoor air quality filtration system that meets ASHRAE standard 52.1.

The District's professional services firm, SitelogIQ, Inc., as required under Minnesota Statute 123B.72, hereby certifies all HVAC improvements will meet or exceed code standards. All necessary certifications will be submitted along with proper commissioning documentation that the HVAC systems meet mechanical code standards, airflow monitoring requirements and filtration guidelines as addressed in Minnesota Statute 123B.71 and 123B.72.

I, Kevin Thueringer, do hereby certify all HVAC improvements will meet or exceed code standards. All necessary certifications will be submitted along with proper commissioning documentation that the HVAC systems meet mechanical code standards, airflow monitoring requirements, and filtration guidelines as addressed in Minnesota Statute 123B.71 and 123B.72.



Kevin Thueringer
 Vice President of Development
 P: 888.514.1971
 M: 701.218.3615

SITELOGIQ.COM Twitter LinkedIn

IAQ will be improved by selecting the proper equipment and by designing the ventilation systems to meet the requirements of ASHRAE 62.1-2007 and Minnesota Code. The requirements of 13-18 cfm/person of outside air for each occupancy category shall be provided.

As experienced Minnesota school architects and engineers, SitelogIQ, Inc. has developed a standard for building systems that addresses concerns regarding IAQ. As such, this project includes an air system approach for the building area which matches the building's occupancy to the required outside ventilation rate to help achieve acceptable IAQ results. These systems will be easily operated and maintained to provide adequate air changes throughout the facilities to meet or exceed the minimum requirements as established by the Minnesota State Department of Education and outlined in their Guidelines for school construction. These projects will also be designed to meet current code calling for 10 cfm/person plus .12 cfm/square foot of outside air in classroom space, as well as other applicable codes and ASHRAE standards. Monitoring of outdoor air and total airflow will be included in the scope of the building automation system.

Sustainability

Both the District and community believe in doing what they can to reduce environmental impact (footprint) through sustainable design. The efforts of our design team are guided by three broad sustainable principles. A good design respects the local context, be it natural or man-made. Knowledge of the context and surroundings should inform the

design process and vocabulary of the building(s). The collaboration of the client and our team will ensure that the architecture will be contextual, timeless, and place specific.

Good design and sustainability should work together to result in superior green strategies, technology systems, and architectural design. A building should wear its sustainability not to win awards or to achieve a certificate, but to inspire those who interact with the facility, create a healthier, more productive place, and to be good stewards of the land and real property.

Understanding of the local climate and environment offer clues necessary in designing a facility where passive systems are maximized and reinforced by the building structure and shape. We will apply the latest appropriate conservation measures while incorporating active systems and the latest appropriate technologies available.

Sound Attenuation

The project design will address the sound levels required by the Deputy Commissioner's annual health and safety funding letter. The implied annexes of the referenced guideline, ANSI *S12.60-2010 American National Standard Acoustical Performance Criteria, Design Requirements, and Guidelines for Schools*, are: Annex C., "Design guidelines for controlling reverberation in classrooms and other learning spaces," Annex D., "Design guidelines for noise isolation," and Annex E., "Good architectural practices and procedures to verify conformance to this standard." Table A in Section 3 of this guideline indicates, for typical school core learning areas, a maximum A-weighted sound level of 35dBA. This guideline is considerably quieter than the 45dBA maximum requirement indicated by the Deputy Commissioner's annual health and safety funding letter. Increasing levels of attenuation to this requirement will depend on the budgets available and may necessitate involvement of an acoustical consultant. Sound pressure level measurements are taken in each learning space of each project to determine conformance with the requirements of the funding letter. Sound pressure level measurements will be taken in each learning space of each project to assure conformance.

State Fire Code

The District's professional services firm, SitelogIQ, Inc., as required under Minnesota State Fire Code, hereby certifies all improvements will meet or exceed code standards. All necessary certifications will be submitted along with proper commissioning documentation.

Chapter 326B – Governing Building Codes

The District's professional services firm, SitelogIQ, Inc., as required under Chapter 326B, hereby certifies all improvements will meet or exceed code standards. All necessary certifications will be submitted along with proper commissioning documentation.

Provision of Infrastructure to Serve School

As the work identified in this submission will occur in existing facilities, no change to the infrastructure that serves the schools is anticipated. Therefore, the local unit of government should not be burdened with cost due to or resulting from this work.

Discussions with planning and permitting staff will occur as projects approach initial start-up. **Although none are anticipated**, any impact on local roads or safety will be addressed in conjunction with that process.

Board Resolutions and Ballot Language

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 914 (Ulen-Hitterdal), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on December 13, 2023 at 6:00 p.m. at the District Offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF ISSUING GENERAL OBLIGATION BONDS 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 December 13, 2023.

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 ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 914 (Ulen-Hitterdal), 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 pursuant to Minnesota Statutes, Chapter 475, to issue general obligation school building bonds:

- (a) in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project; and
- (b) in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security enhancements and upgrades.

The question on the approval of the issuance of the bonds referenced in paragraph 1(a) shall be School District Question 1 on the School District ballot at the special election held to approve said authorization. The question on the approval of the issuance of the bonds referenced in paragraph 1(b) shall be School District Question 2 on the School District ballot at the special election held to approve said authorization. The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The projects described in paragraph 1 have been 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 authorize the issuance of the Bonds 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 issuance of the Bonds, 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 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 issuance of the Bonds 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, April 9, 2024, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, is 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) 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 (d) 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. 914
(ULEN-HITTERDAL), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 914 (Ulen-Hitterdal), Minnesota, on April 9, 2024, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

School District Question 1

APPROVAL OF SCHOOL BUILDING BONDS

Shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project?

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

School District Question 2

APPROVAL OF SCHOOL BUILDING BONDS

If School District Question 1 is approved, shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security upgrades and enhancements?

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

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

Combined Polling Place: Precincts Served:

Ulen Event Center
27 1st Street SW
Ulen, Minnesota

All District precincts

All qualified electors residing in the School District may cast their ballots at the polling place 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 place on Election Day.

Dated: December 13, 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. 914
(Ulen-Hitterdal), Minnesota**

April 9, 2024

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

School District Question 1

APPROVAL OF SCHOOL BUILDING BONDS



YES
NO

Shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project?

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

School District Question 2

APPROVAL OF SCHOOL BUILDING BONDS



YES
NO

If School District Question 1 is approved, shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security upgrades and enhancements?

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

(Reverse side of ballot)

OFFICIAL BALLOT

April 9, 2024

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. 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.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the place 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.

14. 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, April 12, 2024, and the tenth day, April 19, 2024, after the special election for the purpose of canvassing the results thereof.

15. 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.

16. 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.

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 914 (Ulen-Hitterdal), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on December 13, 2023 at 6:00 p.m. at the District Offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS 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 December 13, 2023.

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
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 914 (Ulen-Hitterdal), 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 pursuant to Minnesota Statutes, Chapter 475, to issue general obligation school building bonds:

- (a) in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project; and
- (b) in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security enhancements and upgrades.

The question on the approval of the issuance of the bonds referenced in paragraph 1(a) shall be School District Question 1 on the School District ballot at the special election held to approve said authorization. The question on the approval of the issuance of the bonds referenced in paragraph 1(b) shall be School District Question 2 on the School District ballot at the special election held to approve said authorization. The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The projects described in paragraph 1 have been 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 authorize the issuance of the Bonds 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 issuance of the Bonds, 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 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 issuance of the Bonds 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, April 9, 2024, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, is 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) 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 (d) 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:

[The remainder of this page is intentionally left blank]

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 914
(ULEN-HITTERDAL), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 914 (Ulen-Hitterdal), Minnesota, on April 9, 2024, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1
Approval of School Building Bonds**

Shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project?

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

**School District Question 2
Approval of School Building Bonds**

If School District Question 1 is approved, shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security upgrades and enhancements?

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

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

Combined Polling Place:

Ulen Event Center
27 1st Street SW
Ulen, Minnesota

Precincts Served:

All District precincts

All qualified electors residing in the School District may cast their ballots at the polling place 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 place on Election Day.

Dated: December 13, 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:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 914
(Ulen-Hitterdal), Minnesota**

April 9, 2024

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" for that question.

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

**School District Question 1
Approval of School Building Bonds**

YES
 NO

Shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$4,310,000 for acquisition and betterment of school sites and facilities including, but not limited to, the roofing project?

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

**School District Question 2
Approval of School Building Bonds**

YES
 NO

If School District Question 1 is approved, shall the board of Independent School District No. 914 (Ulen-Hitterdal), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$1,630,000 for acquisition and betterment of school sites and facilities including, but not limited to, security upgrades and enhancements?

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

(Reverse side of ballot)

OFFICIAL BALLOT

April 9, 2024

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. 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.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the place 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.

14. 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, April 12,

2024, and the tenth day, April 19, 2024, after the special election for the purpose of canvassing the results thereof.

15. 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.

16. 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.

**Minnesota Department of Education
Levy Limitation and Certification Report
2023 Payable 2024**

District Number-Type: 0914-01
District Name: Ulen-Hitterdal Public School District
Home County: CLAY

Date Printed: 11/29/23
Limits Updated: 11/28/23
Certified Submitted: 11/29/23

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER	422,633.81	422,633.81	422,633.81
GENERAL - RMV OTHER	160,851.08	160,851.09	160,851.08
GENERAL - NTC VOTER	0.00	0.00	0.00
GENERAL - NTC OTHER	196,537.03	196,537.03	196,537.03
COMMUNITY SERVICE - NTC OTHER	20,576.66	20,576.66	20,576.66
GENERAL DEBT - NTC VOTER	0.00	0.00	0.00
GENERAL DEBT - NTC OTHER	222,820.90	222,820.90	222,820.90
OPEB DEBT - NTC VOTER	0.00	0.00	0.00
OPEB DEBT - NTC OTHER	0.00	0.00	0.00
SUBTOTALS BY FUND			
GENERAL FUND	780,021.92	780,021.93	780,021.92
COMMUNITY SERVICES FUND	20,576.66	20,576.66	20,576.66
GENERAL DEBT SERVICE FUND	222,820.90	222,820.90	222,820.90
OPEB/PENSION DEBT SERVICE FUND	0.00	0.00	0.00
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	583,484.89	583,484.90	583,484.89
NET TAX CAPACITY	439,934.59	439,934.59	439,934.59
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	422,633.81	422,633.81	422,633.81
OTHER	600,785.67	600,785.68	600,785.67
TOTAL LEVY			
TOTAL LEVY	1,023,419.48	1,023,419.49	1,023,419.48

The school district must submit the completed original of this form to the home county auditor by December 28, 2023. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2024.

The certified levy listed above is the levy voted by the school board for taxes payable in 2024.

Signature of School Board Clerk

Date of Certification
