



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606

Long Lake, MN 55356

MEETING DATE / February 6, 2024

SUBJECT: Appointing Election Judges and Establishing an Absentee Ballot Board for All Elections in 2024

Prepared By: Jeanette Moeller, City Clerk

Report Date: 2/1/2024

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2024-07 appointing election judges for the 2024 State Presidential Nomination Primary, Hennepin County Commissioner District 6 Special Primary, Hennepin County Commissioner District 6 Special General, State Primary, and State General Elections and establishing an Absentee Ballot Board.

Overview / Background

Minnesota Statute 204B.21 requires each municipality to adopt a resolution appointing Election Judges to serve at all elections in the City. Appointments must be made at least 25 days prior to the election during which the judges will serve.

Under the supervision of the City Clerk, Election Judges administer election procedures in the polling place. Their duties include opening and closing the polls; setting up and taking down voting equipment; registering and signing in voters; distributing ballots and assisting voters in the polling place; completing a variety of forms and reporting throughout election day; and recording and certifying vote totals.

The City of Long Lake is fortunate to have a number of qualified applicants who meet statutory eligibility requirements to serve as Election Judges, all of whom have worked together at some point to oversee the City's elections in past years. If approved, the Head Election Judge would be paid an hourly wage of \$11.50, and Election Judges would be paid \$11.00 (\$0.15 above minimum wage) an hour for their services. Staff recommends that the City Council appoint the Election Judges listed on the attached resolution.

Additionally, an Absentee Ballot Board is required to be established. An Absentee Ballot Board is an appointed board of Election Judges or election officials that processes returned absentee ballots. Though the majority of returned ballots for Hennepin County cities are processed by the Hennepin County Absentee Ballot Board on the City's behalf, a limited number of in person absentee ballots may be returned directly to City Hall. To meet the statutory requirements, staff recommends that both the City's election officials (the City Clerk, City Administrator) and Election Judges be appointed to the Absentee Ballot Board. The resolution also recognizes the role of Hennepin County's Absentee Ballot Board in processing returned absentee ballots for Long Lake by approving the Board, under the direction of the Hennepin County Elections Manager, to serve as the Long Lake Absentee Ballot Board as well.

Supporting Information

- Resolution No. 2024-07