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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: CANVASSING MUNICIPAL ELECTION RESULTS
DATE: NOVEMBER 1, 2024

Following the Tuesday, November 5th, 2024 General Election, the City Council is required to meet as the canvassing board for the municipal election and declare the results as required by Minnesota Statute 205.185 between the third and tenth days following the election. Due to Veteran's Day and Scott County indicating they will not have our abstract ready until November 15th, we will need to meet to canvass the results on November 15th. Typically, the Council has met at 7:30AM to canvass the election results.

This year the canvassing is for the Mayor's seat and the two vacant City Council seats.

Staff will prepare a memo and resolution for canvassing the results once we receive the final results from each county.

Staff Recommendation

Staff recommends that the City Council set a time for a Special City Council Meeting to canvass the election results on November 15th.

205.185 PROCEDURE.

Subdivision 1. Materials, ballots.

The municipal clerk shall prepare and have printed the necessary election materials, including ballots, for a municipal election.

Subd. 2. Election, conduct.

A municipal election shall be by secret ballot and shall be held and the returns made in the manner provided for the state general election, except as expressly provided by law.

Subd. 3. Canvass of returns, certificate of election, ballots, disposition.

(a) Between the third and tenth days after an election, the governing body of a city conducting any election including a special municipal election, or the governing body of a town conducting the general election in November shall act as the canvassing board, canvass the returns, and declare the results of the election. The governing body of a town conducting the general election in March shall act as the canvassing board, canvass the returns, and declare the results of the election within two days after an election.

(b) After the time for contesting elections has passed, the municipal clerk shall issue a certificate of election to each successful candidate. In case of a contest, the certificate shall not be issued until the outcome of the contest has been determined by the proper court.

(c) In case of a tie vote, the canvassing board having jurisdiction over the municipality shall determine the result by lot. The clerk of the canvassing board shall certify the results of the election to the county auditor, and the clerk shall be the final custodian of the ballots and the returns of the election.

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Subd. 4. Recount.

A losing candidate at a municipal election may request a recount of the votes for that office subject to the requirements of section 204C.36.