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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
ROBIN PIKAL, FINANCE DIRECTOR

DATE: JUNE 10, 2026

SUBJECT: RESOLUTION ESTABLISHING AN ABSENTEE BALLOT BOARD

With the Primary and General Elections approaching, the City Council must establish an absentee ballot board for the 2026 by June 25th for this year's elections because the City is administering absentee voting for the Scott County side of the City. This requirement is established by Minnesota Statutes 203B.121, Subd. 1.

Certain City Staff are trained as election clerks and can serve on the ballot board as can a mix of judges to meet party balance requirements.

Attached is a resolution for the City Council's consideration to establish a ballot board for the 2026 elections.

Staff Recommendation

Approval of the attached resolution establishing an absentee ballot board.