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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL

CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

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

DATE: JUNE 10, 2026

SUBJECT: RESOLUTIONS APPOINTING ELECTION JUDGES FOR THE PRIMARY AND GENERAL ELECTIONS AND SETTING THEIR PAY

With the Primary and General Elections approaching, the City Council must appoint election judges and set their pay by resolution. Judges must be appointed at the June 15th meeting in order to notify them of their appointments and make arrangements to attend mandatory paid training sessions.

While only the Primary Election Judges need to be appointed at the June 15th meeting, staff recommends appointing judges for both the Primary and General Elections at this time so that the appointments are completed in full and all judges are able to complete their training.

Attached are two resolutions to appoint the Election Judges and set their pay (\$13.50/hr for judges and \$15.50/hr for head judges). The first resolution is for appointing judges for the Primary Election and the second resolution is for appointing judges for the General Election. Staff will determine whether all the judges are needed for the primary election and set the schedules for all judges.

As general information, the Primary Election is on Tuesday, August 11th and the General Election is on Tuesday November 3rd. Also, as general information, filing for the offices of 1 mayor (4 years) and 2 regular council seats (4 years) opens on Tuesday, July 14th and closes on Tuesday, July 28th at 5PM.

Staff Recommendation

Approval of the attached resolutions appointing election judges and setting their pay.