

**2F. Consideration of adopting Resolution 2022-70 establishing an Absentee Ballot Board for the 2022 Elections**

<b>Prepared by:</b> City Clerk	<b>Meeting Date:</b> 06/27/2022	<input checked="" type="checkbox"/> <b>Consent Agenda Item</b> <input type="checkbox"/> <b>Regular Agenda Item</b>
<b>Reviewed by:</b> N/A	<b>Approved by:</b> City Administrator	

**ACTION REQUESTED**

Motion to adopt Resolution 2022-70 establishing an Absentee Ballot Board for the 2022 Elections.

**REFERENCE AND BACKGROUND**

Minnesota State Statue 203B.121 requires the City to establish an Absentee Ballot Board by resolution, if they are conducting absentee voting in the municipality. The main function of the Absentee Ballot Board is to process and accept or reject absentee ballots. This is handled by City Staff (trained as election judges) and appointed election judges and must be completed according to election rules. The absentee ballot voting period runs for 46 days prior to Election Day for both the primary and general elections. Absentee voting for the Primary runs from June 24 to August 8, and for the General election from September 23 to November 7.

The City Clerk has been designated to serve as administrator of the absentee voting process under the direction of Wright County Auditor’s Office.

- I. **Budget Impact:** Personnel costs incorporated into the 2022 budget.
- II. **Staff Workload Impact:** The absentee voting process will involve the City Clerk and four City Hall employees. All other assistance will be provided by election judges. Appointment of all election judges will take place at the July 11 City Council meeting.
- III. **Comprehensive Plan Impact:** N/A

**STAFF RECOMMENDED ACTION**

City staff recommends adopting the resolution establishing the Absentee Ballot Board.

**SUPPORTING DATA**

- Resolution 2022-70

**CITY OF MONTICELLO  
WRIGHT COUNTY, MINNESOTA  
RESOLUTION NO. 2022-70**

**ESTABLISHING AN ABSENTEE BALLOT BOARD  
FOR THE 2022 ELECTIONS**

**WHEREAS**, Minnesota State Statutes Chapter 203B.121 provides authority to a municipality to establish an Absentee Ballot Board in accordance with the provisions of the law; and

**WHEREAS**, an Absentee Ballot Board will allow election judges to perform the task of administering absentee voting as described in Minnesota Election Laws, starting 46 days prior to the Primary and General elections; and

**WHEREAS**, the City will have the necessary equipment, training and other resources in place to administer absentee voting as prescribed by the Minnesota Secretary of State's office; and

**WHEREAS**, the following election judges have completed training for the Absentee Ballot Board and are authorized to administer tasks related to absentee voting;

- Jennifer Schreiber
- Vicki Leerhoff
- Beth Green
- Tracy Ergen
- Liz Linrud
- John Barthel
- Mary Barthel
- Pat Thielman
- Cindy Rademacher
- Teri Willenbring
- Tammy Smith

**NOW THEREFORE, BE IT HEREBY RESOLVED BY THE MONTICELLO CITY COUNCIL**, that an Absentee Ballot Board be established for the purpose of administering the absentee voting process, as provided for by law.

**ADOPTED BY** the Monticello City Council this 27<sup>th</sup> day of June, 2022.

CITY OF MONTICELLO

\_\_\_\_\_  
Lloyd Hilgart, Mayor

\_\_\_\_\_  
Jennifer Schreiber, City Clerk

CERTIFICATION

STATE OF MINNESOTA  
COUNTY OF WRIGHT

I hereby certify that the foregoing is a true and correct copy of Resolution 2022-70 duly passed, adopted and approved by the Monticello City Council at their scheduled meeting on June 27, 2022, and recorded in minutes of said meeting.

\_\_\_\_\_  
Jennifer Schreiber, City Clerk

Notary Public: \_\_\_\_\_

Date: \_\_\_\_\_

(STAMP)

DRAFT