



**CITY COUNCIL  
SPECIAL MEETING AGENDA  
July 9, 2020  
3:30 pm**

**Please note that the Council meetings will be held via teleconferencing until further notice due to the COVID-19 pandemic. To listen live to the Minnetrista City Council Special meeting, call 1 (571) 317-3122, and enter the following meeting code number: 204-219-101.**

**1) Call to Order**

- a) Introductions: City Council: Mayor Lisa Whalen, Pam Mortenson, Mike Molitor, Shannon Bruce and John Tschumperlin; Staff: City Administrator Michael Barone, Director of Administration Allie Polsfuss and City Clerk Kris Linquist. Consultants: City Attorney Andrew Biggerstaff, Kennedy & Graven
- b) Approval of Agenda

**2) Special Business Item**

- a) Res. No. 072-2020 Approve Appointment of Election Judges and Discussing Ballot Information for the 2020 Primary Election

**3) Adjournment**

*The agenda packet with all background material is located at the back table for viewing by the public. Published agenda is subject to change without notice. Information and materials relating to the above items are available for review at city hall by appointment.*

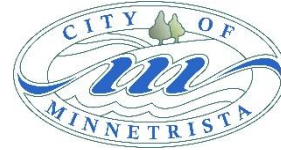
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*The City of Minnetrista will deliver quality services in a cost effective and innovative manner; and provide opportunities for a high quality of life while protecting natural resources, maintaining a rural character, while effectively managing growth.*

**CITY OF MINNETRISTA**

**SPECIAL MEETING AGENDA ITEM**

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**Subject: 2020 Primary Election Judge and Absentee Ballot Board Appointment**

**Prepared By: Kris Linqvist, City Clerk**

**Meeting Date: July 9, 2020**

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**Issue:**

Appointment of Election Judges and Absentee Ballot Board for the 2020 Primary to be held August 11, 2020.

**Background:**

Minnesota Election Law 204B.21 requires that the governing body of the municipality appoint election judges to administer the polling places at least 25 days before each election. The Primary Election will be held August 11, 2020.

The attached resolution (Exhibit A) lists the persons intended to serve as Election Judges, on the absentee ballot board, and the election officials. We will be placing 3 to 4 Election Judges in each polling location at the Primary Election. In addition, we will train alternates to substitute in case others cannot serve. When assigning the judges to a precinct, party balance will be maintained in each precinct as required by state statute.

Due to the COVID-19 pandemic, the City Council voted to only conduct direct balloting from August 4, 2020 to August 10, 2020. In-person absentee voting, which began on June 26, 2020, is being conducted by Hennepin County. It has not yet been determined if the City will be conducting in-person absentee voting for the General Election. The City Council will make that determination at a future meeting.

The members of the absentee ballot board will consist of all trained election judges as to ensure party balance and availability in the event an absentee ballot board must be convened. Due to the City Council's decision to offer the 7 days direct balloting period instead of the 46 day in-person absentee, it is unlikely that in-person absentee ballot envelopes will be brought to City Hall for the absentee ballot board to accept or reject. In the event an absentee ballot envelope is brought to City Hall, upon receipt the Election Administrator will convene an absentee ballot board consisting of a sufficient number of trained election judges and ensure party balance of the ballot board. The Election

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**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

Administrator also has the authority to convene an absentee ballot board at any other time as required by state statute.

Election Judges that attend training and/or serves as an election judge will be compensated \$10.00 per hour. Head Judges will be compensated \$10.50 per hour for hours worked. Both positions are without benefits.

As the City Clerk/Elections Administrator, I am also requesting authorization to assign duties and functions to the appointees as necessary to carry out Primary Election duties in compliance with all party balance as required by state law.

**Conclusion:**

Approval of Resolution No. 072-2020 Appointing Election Judges and Absentee Ballot Board for the 2020 Primary and Authorize the City Clerk / Election Administrator to add, replace or substitute judges as necessary before Election Day.

**Recommended City Council Action:** Staff recommends approval of Resolution No. 072-2020 Appointing Election Judges Absentee Ballot Board for the 2020 Primary Elections and Authorize the City Clerk/Election Administrator to add, replace or substitute judges as necessary before Election Day.

Does Recommended Action meet City Mission Statement?  Yes  No

Does Recommended Action meet City Goals/Priorities?  Yes  No

Explain:

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**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

**RESOLUTION NO. 072-2020**

**CITY OF MINNETRISTA HENNEPIN  
COUNTY, MINNESOTA**

**APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD FOR THE  
AUGUST 11, 2020 PRIMARY ELECTION**

WHEREAS, Minnesota Election Law 204B.21 requires that persons serving as election judges be appointed by the Council at least 25 days before the election; and

WHEREAS, The City of Minnetrista contains four (4) precincts: Minnetrista P-01A with the polling place located at the Mound-Westonka District Education Center, Minnetrista P-02A with the polling place located at Minnetrista City Hall, Minnetrista P-03A with the polling place located at Freshwater Community Church and Minnetrista P-04A with the polling place located at Minnetrista Police Training Facility; and

WHEREAS, Minnesota State Statute 203B.12 required the governing body to establish an absentee ballot board consisting of a sufficient number of trained election judges; and

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Minnetrista, that the individuals named in Exhibit A, and on file in the office of the City Clerk be appointed as the Election Judges contingent upon completion of the necessary judge training for the August 11, 2020 Primary Election; and

BE IT FURTHER RESOLVED, that those election judges in Exhibit A, and on file in the office of the City Clerk be appointed as the Absentee Ballot Board contingent upon completion of the necessary training for the August 11, 2020 Primary Election; and

BE IT FURTHER RESOLVED, that those election judges who attend trainings and/or serve on Election Day be paid a wage of \$10.00 per hour with no benefits and Head Judges will be paid an additional \$.50 per hour; and

BE IT FURTHER RESOLVED, by the Minnetrista City Council that the City Clerk / Election Administrator is authorized to assign duties and functions to the appointees as necessary to carry out Primary Election duties in compliance with all party balance as required by state law.

Adopted by the City Council of the City of Minnetrista this 9<sup>th</sup> day of July, 2020 by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

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Lisa Whalen, Mayor

ATTEST:

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Kris Linqvist, City Clerk

(Seal)

## RESOLUTION NO. 072-2020

### CITY OF MINNETRISTA

#### EXHIBIT A

#### ELECTION OFFICIALS

- Kris Linqvist, City Clerk / Election Administrator
- Angie Boll, Deputy City Clerk / Election Official
- Dawn Motzko, Election Official
- Anisha Mueller, Election Official

#### ELECTION JUDGES/ ABSENTEE BALLOT BOARD

- ♦ Dee Anderson
- ♦ Larry Bailey
- ♦ Clarence Boll
- ♦ Jim Cashman
- ♦ Steve Dakolios
- ♦ Guy Doot
- ♦ Cinda Dorholt
- ♦ Nick Evans
- ♦ Fawn Gage
- ♦ Maria Gempler
- ♦ Jennie Hawkins
- ♦ Gary Hejna\*
- ♦ Kathy Hejna\*
- ♦ Kathy Juhl
- ♦ Nadine Juliar
- ♦ Michael Kirkwood
- ♦ Stephanie Kroeger
- ♦ Sally Kuglin
- ♦ Marcia Langseth
- ♦ Teresa Lee
- ♦ Sharon Lucas\*
- ♦ Eva Maher\*
- ♦ Michael McClure
- ♦ Cindy Notch\*
- ♦ Melissa Pickert
- ♦ Suzanne Polkey-Berg
- ♦ Mary Ryan\*
- ♦ Joanie Sandquist
- ♦ Patricia Scherber
- ♦ Cathy Stepanek
- ♦ Vera Thorpe
- ♦ Damian Young

Party list from the caucus signup is denoted with an \*