

**TO: MAYOR AND CITY COUNCIL**

**FROM: LANELL ENDRES, ASSISTANT CITY ADMINISTRATOR**

**SUBJECT: ABSENTEE BALLOT BOARD**

**DATE: JUNE 3, 2014**

### **BACKGROUND**

The State of Minnesota requires that any jurisdiction that provides absentee voting have an Absentee Ballot Board. Goodhue County is designating the City of Cannon Falls as an Absentee Voting site for the 2014 Primary and General Elections. City staff will handle any in-person absentee ballot requests that come into City Hall for this election season. The County intends to conduct Absentee Ballot Board activities on our behalf. This means the City will accept in-person absentee ballots and will forward them to the County and they will determine if the ballots can be accepted or rejected and complete other procedures associated with the ballots.

Goodhue County staff will serve as the Absentee Ballot Board for the City of Cannon Falls. We are required to adopt a resolution establishing the Absentee Ballot Board and appointing individuals to that Board. The individuals listed are all Goodhue County personnel. This will allow them to conduct the activities as stated.

### **STAFF RECOMMENDATION**

Staff recommends the Council approve the Resolution establishing the Absentee Ballot Board for the City of Cannon Falls for the 2014 elections.

### **RECOMMENDED COUNCIL ACTION**

Staff respectfully requests a motion to approve the resolution establishing the Absentee Ballot Board.

Attachment:  
Resolution

**CITY OF CANNON FALLS  
GOODHUE COUNTY, MINNESOTA**

**RESOLUTION NUMBER 2078**

**A RESOLUTION ESTABLISHING A GOODHUE COUNTY  
ABSENTEE BALLOT BOARD**

**BE IT RESOLVED**, that the City of Cannon Falls hereby authorizes the establishment of an Absentee Ballot Board (the "Board") pursuant to Minnesota Statutes Section 203B.121, subdivision 1; and

**BE IT RESOLVED** , that the Board will meet on an as-needed basis when called by a Wabasha County Election Official during the 46 calendar days prior to each election; and

**BE IT RESOLVED**, that two or more members of the Board shall examine each return envelope and shall mark it accepted or rejected in the manner provided in Minnesota Statutes Section 203B.121; and

**BE IT RESOLVED**, that members of the Board performing the duties of the Board must be of different major political parties, unless they are exempt from that requirement under Minnesota Statutes Section 205.075, subdivision 4 or Minnesota Statutes Section 205A.10, subdivision 2; and

**BE IT RESOLVED** that the Board shall follow all requirements set forth in Minnesota Statutes and must count the absentee ballots after the polls have closed rather than deliver absentee ballots to the polling sites; and

**BE IT RESOLVED** that the persons being appointed to the Board in this Resolution meet the qualification requirements set forth in Minnesota Statutes Section 203B.121, subdivision 1 for board members; and

**NOW THEREFORE**, the City Council approves the establishment of the Board and appoints the following persons to the Board for 2014:

Sheila Goering  
Carolyn Holmsten  
Kristine Holst  
Amy Hove

Cyndee Marcus  
Micki O'Keefe  
Erin Poncelet  
Terri Swanson

Adopted this 3rd day of June, 2014

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Lyman M. Robinson, Mayor

ATTEST:

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Ronald S. Johnson, City Administrator