



CITY OF
LONG LAKE

City Council Agenda Report

City of Long Lake

450 Virginia Avenue, PO Box 606
Long Lake, MN 55356

MEETING DATE / January 20, 2026

SUBJECT: Approval of a 2025 Polling Place Accessibility Grant Program Agreement

Prepared By: Jeanette Moeller, City Clerk

Report Date: 1/14/2026

Recommended City Council Action

Staff recommends the following:

Motion to adopt Resolution No. 2026-06 approving the 2025 Polling Place Accessibility Grant Program Agreement between the City of Long Lake and the State of Minnesota, acting through its Secretary of State; and authorizing the Mayor and City Administrator to execute said agreement.

Overview / Background

2023 Minnesota Laws, Chapter 62, Article 1, section 6 appropriated \$500,000 “for the Secretary of State to make grants to counties and municipalities to improve access to polling places for individuals with disabilities and to provide the same opportunity for access and participation in the electoral process, including privacy and independence, to voters with disabilities as that which exists for voters with no disabilities. Funds may be used to purchase equipment or to make capital improvements to government-owned facilities. This is a onetime appropriation and is available until June 30, 2027.”

The Office of the Minnesota Secretary of State worked in consultation with the office’s Disability Advisory Council to solicit feedback on prioritization of needs to best allocate the available funds. Through those discussions, the top need identified was improved access to the buildings where polling places are located. As a result, first priority will be given to grant requests that fall into the following categories:

- Automatic/electronic door openers for entrances to government owned facilities designated for use as a polling place.
- Construction of ramps for access to government-owned facilities designated for use as a polling place.
- Signs that improve the access to buildings where polling places will be located.
- Signs, tools, or enhancements to facilitate assistance with registration and voting outside the polling place pursuant to Minn. Stat. 204C.15 subd. 2 (curbside voting).
- Other Capital Improvements to entrances to government-owned facilities designated for use as a polling place.

A \$20,000 per jurisdiction limit was established for the total amount to be awarded to a successful application, and applicants were generally advised that award amounts may be impacted by the total number of applications received.

City staff applied for a Polling Place Accessibility Grant in October 2025 to request funds for replacing the aging and heavy front and rear steel entry doors of City Hall with new, lighter-weight metal and glass doors; and to restore the functionality of the Americans with Disabilities Act (ADA)-compliant electronic access system at the front entrance. The proposed improvements would significantly improve accessibility to City Hall (the City’s only

voting location) for all voters, including individuals with disabilities or impairments, seniors, and members of the general public during both early voting periods and on election days.

On Tuesday, January 13, staff received notice of a partial funding award in the amount of \$6,190.89, accompanied by the required grant contract, for the following first priority requests (Items 1 and 2):

Estimated Budget

Item #	Item Descriptions (materials, known project fees, labor cost estimates)	Estimated Costs
1	Remove existing front entry outer doors, replace with new hollow metal/full glass doors, all new hardware, new latch retraction kit to restore ADA-compliant electronic operating system, key core, door sweep, weatherstripping, and labor.	\$7,940.97
2	Remove inner front entry doors, replace with new hollow metal/full glass doors, new hardware (reuse ADA-compliant electronic operator), door sweep, weatherstripping, and labor.	\$4,605.55
3	Remove existing back entry outer doors, replace with new hollow metal/full glass doors, all new hardware, key core, door sweep, weatherstripping, and labor.	\$6,868.45
4	Remove inner back entry doors, replace with new hollow metal/full glass doors, new hardware, door sweep, weatherstripping, and labor.	\$4,605.55
Estimated Total Cost		\$24,020.52
Adjusted to total of approved expenses		\$12,543.52

With an overall project cost for Items 1 and 2 totaling \$12,543.52, the City’s out-of-pocket expense for replacement of City Hall’s main entry doors equipped with updated electronic door opening hardware is estimated to be approximately \$6,352.63. Please note that the Polling Place Accessibility Grant is a reimbursement grant, and the City will be providing proof of project payment in full in order for funds to be released.

Staff is requesting adoption of the attached Resolution to approve the 2025 Polling Place Accessibility Grant Program Agreement between the State of Minnesota (Secretary of State) and the City.

Supporting Information

- Resolution No. 2026-06
- 2025 Polling Place Accessibility Grant Program Agreement