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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

SUBJECT: RESOLUTION TO CHANGE POLLING PLACE FOR 2026 ELECTIONS

DATE: APRIL 16, 2026

As the City Council is aware, on December 15th, 2025, the polling place for City elections was moved to the new Police Station at 505 5th Ave. NW, Suite 1. The designation followed MS. 204B.16, Subd. 1 (regarding municipal polling place designations) requires municipalities to designate polling places each year by December 31st, by resolution. The reason staff recommended moving the elections to the new police station was to utilize an available city facility and lessen the disruption during election days at the Fitness and Aquatic Center.

Since that designation, it has become necessary to move the election location away from the new Police Station as utilizing the building would require changes to the garage space to accommodate higher occupancy of voters including adding additional exit signs, panic hardware on doors and the most vital issue involves the need to have a bathroom available. With the bathroom available in a corridor adjacent to the garage, anytime someone would need to use the bathroom they would need to be accompanied into the building to meet BCA requirements, which would not be feasible to keep up with on election days. For these reasons, staff looked to new alternative options at city facilities.

Staff is recommending that pursuant to MS 204B.16, the polling place we had designated is now unavailable and a new polling place be established and that new location be at City Hall. While the location for voting would be simply listed as City Hall, 118 Central Ave. N., the specific voting locations (since we have two precincts) would be in the former police station space and the former park department office area which is used for staff training. Staff has determined that each location would work well for each precinct and provide a location at City Hall with support staff more readily available than a more remote location.

To make the change official, a resolution is required. Additionally, staff would work with both counties to send a new notice to all registered voters as required by state statute and the change would be communicated through the City's website, newsletter and social media.

Staff Recommendation

Staff recommends approval of the attached resolution "...Designating a new combined polling place for all precincts...".



Entrance to Precinct in former Police Station Area



Entrance to Precinct in former Park Department Office Area