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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL

**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR

**FROM:** KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR  
ROBIN PIKAL, FINANCE DIRECTOR

**SUBJECT:** RESOLUTION TO CHANGE POLLING PLACE FOR 2026 ELECTIONS

**DATE:** MAY 21, 2026

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As the City Council is aware, on December 15<sup>th</sup>, 2025, the polling place for City elections was moved to the new Police Station at 505 5<sup>th</sup> 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 the building the City is purchasing for the new location of City Hall. The location for voting would be simply listed as 1<sup>st</sup> Street NE Election Center (Future City Hall), 1201 1<sup>st</sup> Street NE. The specific voting locations (since we have two precincts) would be in the large rooms on the east end and west end of the building. Staff has determined that each location within the building would work well for each precinct both now and into the future after renovations.

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...".



Rear of Building



Front of Building

