

APRIL 2020

SUN	MON	TUE	WED	THUR	FRI	SAT
	<b>SPRING SHORT COURSES</b>					
	Shooting Star Mahnomon	Engelstad Arena Thief River Falls	Sanford Center Bemidji	Sugar Lake Lodge Grand Rapids	DECC Duluth	
5 Palm Sunday	6	7	8	9	*10 Good Friday	11
12 Easter	13	14	15	<b>TOWN LAW REVIEW</b> *16 Best Western Burnsville	17	18
19	20	21	Earth Day 22 <b>LEGISLATIVE &amp; RESEARCH COMMITTEE MEETING</b> Best Western Plus Capitol Ridge Saint Paul	23	24	25
26	27	28	29	*30		

MARCH 2020

SU	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2020

SU	M	TU	W	TH	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**LEGAL HOLIDAY.** No public business can be done except by necessity. MS § 645.44, subd. 5.

*When an application, payment...or other document is to be delivered to or filed with a department, agency...of this state... on or before a prescribed date...{which} falls on a Saturday, Sunday or legal holiday, it is timely... if it is delivered or filed on the next succeeding day which is not a Sat., Sun. or legal holiday. MS § 645.151.*

## \* Day Responsibilities

# April 2020

<b>April 1— May 31</b>	Local Board of Appeal and Equalization meetings, scheduled by the County Assessor's Office, must be held between April 1– May 31. Clerk must provide at least 10 days <b>published and posted</b> notice of the meeting. MS § 274.01.
<b>1</b>	<ul style="list-style-type: none"> <li>• Last day for County Assessors to file Initial Abstract of Assessment with Department of Revenue. MS § 270C.89, subd. 1.</li> <li>• First day for convening session of Local Boards of Appeal and Equalization. MS § 274.01.</li> <li>• Last day for township (March or November) to withdraw from participating in combined polling place. MS § 204B.14, subd. 2(b)(4).</li> </ul>
<b>10</b>	Pre-Registration deadline for Town Law Review. Burnsville location in 2020.
<b>16</b>	Pre-Registration deadline for Legislative and Research (L&R) Committee Meeting.
<b>30</b>	<ul style="list-style-type: none"> <li>• <b>Towns with November Elections:</b> Last day to establish combined polling places for 'certain' separate precincts, no later than May 1 of any year. MS § 204B.14, subd 2b.</li> <li>• Deadline for mailing Federal and State payroll reports for First Quarter.</li> <li>• MN Unemployment Quarterly Report due.</li> </ul>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>• While we highlighted our event on <i>April 22</i> – that day is also Administrative Professionals Day AND Earth Day!</li> <li>• May 1 is application deadline for up to five MAT \$2,000 scholarships open to High School Juniors.</li> <li>• MAT State township membership dues deadline is <b>May 1</b>.</li> </ul>



## 2020 Town Law Review

**South Location!**

The Town Law Review is returning to the south side of the metro again. Same location as in 2018.

**Best Western Premier Nicollet Inn  
Burnsville**