

DECEMBER 2020

SUN	MON	TUE	WED	THUR	FRI	SAT
		* 1	2	3	4	5
6	* 7 Pearl Harbor Remembrance Day	8	* 9	10	11	12
13	14	* 15	16	17	* 18	19
20	21 Winter Begins	22	23	24 Christmas Eve MAT Office Closed	*  25 Christmas Day MAT Office Closed	26
27	28	* 29	* 30	31 New Year's Eve MAT Office Closed		

NOVEMBER 2020

SU	M	T	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					

JANUARY 2021

SU	M	T	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.

December 2020

* Day	Responsibilities
1	<p>Reminder: Certification of township road mileage by county engineer to MnDOT Office of State Aid. Administrative requirement. Refer to MS § 162.081, subd. 2; also see Rule for State Aid Operations. Ch 8820.0100, subd. 17b.</p> <ul style="list-style-type: none"> • County assessor examines appraisal records of each local assessor. MS § 273.064. • Last day to designate location for absentee voting for March election. (14 weeks prior to election) MS § 203B.081.
7	Assessment books to be ready for delivery to Assessors on or before first Monday in December. MS § 273.03.
9	Last day for municipalities to change polling place location prior to March election except in a case when a polling place subsequently becomes unavailable. (90 days prior to election) Last day for new polling place to become effective for March town election. MS § 204B.16, subd. 3.
15	<ul style="list-style-type: none"> • Last day to publish notice of town offices to be elected for March election. Notice to include first and last dates to file for town office, with required hours on last day of 1-5 pm, for filing in 2019. (2 weeks before filing opens) MS § 205.13, subd. 1a. • Last day for county auditor to meet or otherwise communicate with local election officials a review of March town election procedures. MS § 204B.28, subd. 1. • Last day for taxpayer to apply for homestead. MS § 273.124, subd. 9.
18	Last day to post notice of town offices to be elected for March election. Notice to include first and last dates to file for town office, with required hours on last day of 1-5 pm for filing in 2020. (10 days before filing opens) MS § 205.13, subd. 2.
25	<ul style="list-style-type: none"> • Last day for a town to recertify its levy to the county auditor if it changed its levy at a special town meeting after 9/30. (Five working days after Dec. 20) MS § 275.07, subd. 1. • Last day to send written notice to county auditor of Township Election. (74 days before election) MS § 205.16, subd. 4.
29	If town has March elections and conducts mail balloting for March elections, a notice of election and special mail procedures must be given at least 10 weeks prior to March elections. MS § 204B.45, subd. 2.
30	Last day for towns over 5,000 population or receiving taconite municipal aid to submit property tax levy report to Department of Revenue for next tax payable year. MS § 275.62.
Dec 29- Jan 12	First day for candidates for town offices to file affidavits of candidacy with town clerk. (No more than 70 nor less than 56 days before election) MS § 205.13, subd. 1a.
Reminders	<ul style="list-style-type: none"> • MATIT Work Comp Policy premium renewal deadline is January 1. • Begin preparing year-end financial statements for statutorily required Board of Audit and Annual Town Meeting (MS § 366.20 & .21) Town year must be closed on December 31 for accounting purposes. Board of Audit can be held anytime between close of fiscal year and a week before annual meeting, though be sure to allow sufficient time to develop required report. • Designating Annual Polling Place. Townships are required to designate their annual polling place by December 31 of each year. MS § 204B.16