

FEbruary 2021

SUN	MON	TUE	WED	THUR	FRI	SAT
	*1	2 Groundhog Day	3	4	*5	6
7	8	9	10	11	*12 Lincoln's Birthday	13
♥ 14 Valentine's Day	*★ 15 President's Day MAT Office Closed	*16	17 Ash Wednesday	18	19	20
21	22 Washington's Birthday	*23	24	25	*26	27
*28						

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						

MARCH 2021

SUN	MON	TUE	WED	THUR	FRI	SAT
	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

February 2021

1	<ul style="list-style-type: none">• Report to county auditor the total outstanding bonds and warrants of the town as of Dec 31 of the preceding year. MS § 471.70.• Last day for the local assessors to deliver assessment appraisal records to the county assessor. MS § 273.065.
5	<ul style="list-style-type: none">• Ballot board established before absentee voting begins. MS § 203B.121.• Last day to have ballots ready for absentee voting, and first day of absentee voting (at least 30 days before election). MS § 204B.35, subd. 4.• Feb 5—Mar 9: period of time for absentee voting. MS § 204B.35.
12	<ul style="list-style-type: none">• Last day to notify affected voters of a polling place change since last stand-alone town election (25 days prior). MS § 204B.16, subd. 1a.• Last day to appoint Election Judges for Annual Town Election (25 days prior). MS § 204B.21, subd. 2.
15	Last day for the county assessor to notify township clerks of forthcoming dates for meetings of local Board of Appeal and Equalization. MS § 274.01.
16	Last day to preregister for March 9 Town Election. Closes at 5:00 pm for in person or by mail applications and by 11:59 pm for online applications (closes 21 days before election) MS § 201.061, subd. 1.
23	<ul style="list-style-type: none">• Last day to publish first of two notices of election in 7-county metro area including bad weather dates. Recommend having date of Board of Canvass in this notice. Publishing is optional for non-metro towns, but if not published, posting is required (2 weeks before election—last day for second notice 3/4). MS §§ 205.16; 365.51, subd. 2.• First day to do public accuracy test of optical scan voting equipment. Publish notice at least 2 days before test (within 14 days of election). MS § 206.83.• Last day for town clerk to post sample ballot and make available for public inspection in the clerk's office (at least 2 weeks prior) and to publish if metro county. MS § 205.16, subd. 3.
26	<ul style="list-style-type: none">• Campaign finance reports due 10 days before election (if more than \$750 raised or spent). MS § 211A.02, subd. 1.• Last day to post notice of township election, including bad weather alternate date, at least 10 days before election. MS § 205.16, subd 1; § 365.51, subd. 2.• Last day for an election judge to submit written notice of serving voluntarily to employers w/o pay, no later than 10 days before election. MS § 204B.31, subd. 2• Towns with November elections: must still publish notice of Annual Meeting to include bad weather date.
28	PERA Exclusion Report Due. See MN Statute § 353.01, subd. 2a, for salary threshold.
Reminders	Appoint a Head Judge, as well as an Alternate Head Judge, who can serve the entire Election Day at the polling place. MS § 204B.20.