



INFORMATION MEMO

2017-2018 City Calendar of Important Dates

Provides city officials a reference to some of the more significant dates in their business year. Primarily designed for statutory cities but many items also apply to home rule charter cities. Items that apply to statutory cities only are generally designated as such. Other items apply to all cities in most cases.

RELEVANT LINKS:

LMC Research Service
800.925.1122
651.281.1200
Research@lmc.org

[2017 Law Summaries](#)
or contact League
Intergovernmental Relations
Department
651.281.1200 or
800.925.1122.

[Minn. Stat. § 205.07.](#)

[Minn. Stat. § 205.065.](#)

I. Using the calendar

Many items are framed in terms of the last day on which a certain duty must be performed. Calendar users must look ahead and anticipate necessary action since it may be advantageous to complete certain tasks well ahead of the mandated statutory deadlines.

The calendar is not all inclusive, and the possibility for error exists. Use it as a guide and do not rely on it exclusively. Please notify the League's Research Service of any errors or omissions in this publication.

A summary of 2017 legislation affecting cities is available in the League's publication, 2017 Law Summaries. The summary specifies effective dates of new legislation requiring action by cities.

II. City Elections

Election dates in this calendar are for those statutory cities that have opted for odd-year elections.

Statutory city elections generally occur in November of even numbered years on the same date as the state general election. State law also authorizes statutory cities to choose, by ordinance, to hold their municipal general election on the first Tuesday after the first Monday in November in odd numbered years. The statute does not authorize annual elections, nor does it authorize elections in December or during other times of the year.

Legislation further establishes a uniform date in August for all municipal primaries.

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

RELEVANT LINKS:

LMC Research Service
800.925.1122
651.281.1200
Research@lmc.org

Election administration
information and calendars
from the [Minnesota Secretary
of State's Office](#).

651.215.1440.

[Minnesota County auditors.
Minnesota Secretary of
State's Office](#).
LMC Research Service
Research@lmc.org

See LMC information memo
[Budget Guide for Cities](#).

[Minn. Stat. § 331A.08](#).

III. Additional Guidance

If you have any questions about deadlines, please consult the statutes listed on the right side of your calendar, or contact the League Research Service.

A. Election Administration

City clerks should pay careful attention to the compilation of Minnesota election laws published by the Office of the Secretary of State. Each clerk should have a copy of this publication. If not, contact your county auditor or the Secretary of State's Office.

For city-related questions regarding election laws, or election laws in general, please contact the Secretary of State's Office, your county auditor, or the League Research Department.

B. Budget and financial process

City officials involved in the budgeting/finance process may consult the League's Budget Guide for Cities for a more in-depth analysis of deadlines and guidelines pertaining to municipal finance. In order to get budget-affecting information to members more quickly, the Budget Guide now starts out as a webpage updated regularly during the legislative session. Once the session is complete and all information is compiled on the webpage, the Budget Guide will be converted into a memo.

IV. Calculating dates for action

The League uses the following guidelines to calculate dates in this calendar determining when cities must take action.

A. Days before an event

When the statutory reference is to a certain number of days before an election or other event, start counting from the day before the event. When determining the days after the event, start counting from the day after the event. If the "last day" falls on a weekend or legal holiday, that day is usually omitted from computation. This means that if a deadline falls on a Sunday, that day is omitted and Monday is the deadline day.

RELEVANT LINKS:

[Minn. Stat. § 645.151.](#)

[Minn. Stat. § 645.13.](#)
[Minn. Stat. § 645.14.](#)
[Minn. Stat. § 645.15.](#)

B. Deadlines “on or before” a date

To ensure that all statutory deadlines are met, the League takes a more conservative approach in guiding cities on deadlines. When a statute requires that action be taken “on or before” a certain date and the date falls on a Saturday, Sunday or legal holiday, the calendar uses the previous day (usually a Friday) as the due date.

C. Action “by” a certain date

Additionally, if a statute requires that cities take action “by” a certain date or it is otherwise prudent, the League has set the deadline as the day prior in order to ensure that the action is completed when the deadline day begins. Dates computed in this manner are noted with an asterisk (*).

D. Submissions to a city

At the same time, if the statutory deadline is upon a party other than the city to submit an “application, payment, return, claim, statement, or other document” to the city, and the deadline falls on a weekend or holiday, state law allows the party to make the submission to the city the next day that is not a Saturday, Sunday, or holiday.

E. Weeks before an election

Finally, when figuring weeks before an election, “one week before” is the same calendar day in the previous week. “One month before” is the same numerical calendar date in the preceding month.



CALENDAR OF IMPORTANT DATES

July 2017 – June 2018

| DATE | DUTY | LAW |
|------------------|---|--|
| May 2017 | | |
| May 30 | For cities holding a municipal primary on Aug. 8, last day for filing affidavits of candidacy for primary. The clerk's office must be open today for filing between 1:00 and 5:00, at a minimum. | Minn. Stat. § 205.13, subd. 1a. Minn. Stat. § 204B.09, subd. 1 c. |
| JUNE 2017 | | |
| June 1 | Last day for candidates to file affidavits of withdrawal. All withdrawals must be filed by 5 p.m. After the deadline for filing the affidavit of withdrawal has passed, clerk should order printing of ballots to be available to absentee voters by June 26. | Minn. Stat. § 205.13, subd. 6. Minn. Stat. § 204B.35. |
| June 8 | For cities adopting a new electronic voting plan, last day to file the plan with the Secretary of State before the primary election. | Minn. Stat. § 206.82, subd. 2. |
| June 9 | Last day before primary election for city with new voting system to inform the public about its use. | Minn. Stat. § 206.58, subd. 1. |
| June 9 | First day for county auditor to conduct training for election judges. Those who have had basic training as a judge in the past 24 months need not repeat basic training. Last training day for general election is Nov. 1. | Minn. Stat. § 204B.25, subd. 1. Minn. R. 8240.1300, subp. 4. |
| June 9 | For cities holding a municipal primary on Aug. 8, last day to mail absentee ballot applications to city voters on permanent list. | Minn. Stat. § 203B.04, subd. 5. Minn. R. 8210.0200, subp. 4. |
| June 19 | Last day for county treasurer to pay city at least 70 percent of May tax settlement if city has made written request for payment. Payment may be delayed if county was late mailing property tax statements. | Minn. Stat. § 276.11. |
| June 23 | Absentee ballots that are ready for use should be prepared and delivered to clerk or other election official by this date. | Minn. Stat. § 204B.35, subd. 4. |
| June 23 | For cities conducting an Aug. 8 primary by mail, first day to begin mailing ballots to registered voters. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000, subp. 4. |
| June 23 | Updated master list of registered voters for absentee voting available from county auditor. | Minn. Stat. § 201.091, subd. 2. |

This material is provided as general information and is not a substitute for legal advice. Consult your attorney for advice concerning specific situations.

| DATE | DUTY | LAW |
|---------|--|---|
| June 24 | Last day for city to challenge population and household estimates from the state demographer. If the challenge does not result in an acceptable estimate, June 30 is the last day the city has to notify demographer of its intent to have special census done. | Minn. Stat. § 4A.02 (c). |
| June 30 | Deadline for filing port authority financial statement with state auditor. | Minn. Stat. § 469.056, subd. 5. |
| June 30 | Deadline for filing economic development authority financial statement with state auditor. | Minn. Stat. § 469.100, subd. 5. |
| June 30 | Last day for cities to file annual report with the state building codes and standards division on construction and development-related fees collected by cities. If a city's cumulative fees did not exceed \$5,000 in the reporting year, the city is exempt from the reporting requirement. | Minn. Stat. § 326B.145. |
| June 30 | Tax capacity of tax increment district for which certification is requested by this date is based on prior year's assessment. If requested after June 30, original tax capacity is based on current year's assessment. Tax increment assessment agreements must be executed prior to July 1 of the assessment year to be effective for that year. Last day to ask county auditor for certification of new tax increment financing district or to request modification to an existing district for current levy year. | Minn. Stat. § 469.174, subd. 7. Minn. Stat. § 469.177, subds. 6, 8. |
| June 30 | Last day for clerks in cities over 2,500 population to submit audited financial statement to state auditor. Clerk must also publish (or post three copies, if no qualified newspaper in city) within 30 days after June 30. | Minn. Stat. § 471.697, subd. 1(c). |
| June 30 | Cities operating municipal liquor stores with total annual sales over \$350,000 must submit audited financial statements to state auditor by this date. | Minn. Stat. § 471.6985, subd. 2. |
| June 30 | Last day for salaried fire relief associations, police relief associations, and volunteer fire relief associations with assets or liabilities of at least \$500,000 in the prior year or any previous year to submit audited financial statement to state auditor. State auditor may extend deadline up to Nov. 30 upon demonstration of hardship or inability to conform by a relief association. If report is not received by Nov. 30, current state aid will be forfeited. Until state auditor receives the required information, the relief associations will be ineligible to receive any future aid. | Minn. Stat. § 69.051, subds. 1(3), 1b. |
| June 30 | Last day to submit consumer confidence report on water. | 40 C.F.R. § 141.152. Minn. R. 4720.0350. Minn. Stat. § 144.383. |

| DATE | DUTY | LAW |
|------------------|--|--|
| JULY 2017 | | |
| Reminder | On or before Sept. 30, in statutory and charter cities with populations over 500, the city council must adopt the proposed property tax levy and announce: | Minn. Stat. § 275.065, subd. 1, 3. |
| | <ul style="list-style-type: none"> • The time and place of a future city council meeting at which the budget and levy will be discussed. • That public input will be allowed, prior to final budget and levy determination. | Minn. Stat. § 412.191, subd. 3. Minn. Stat. § 331A.08, subd. 3. |
| | This public input meeting must occur after Nov. 24 and must not start before 6 p.m. The time and place of the public input meeting must be included in the minutes but newspaper publication of the minutes is not required. | Minn. Stat. § 331A.01, subd. 10. |
| | Note: cities with populations of 500 or less must still certify proposed property tax levies to the county auditor on or before Sept. 30, 2017. And small cities must certify the final property tax levy to the county auditor by Dec. 28, 2017. If a city misses this deadline, that city's final levy for 2018 will stay the same as it was in 2017. | |
| July 1 | Last day for clerk or clerk-treasurer in city with fire department, but no relief association, to sign and submit financial statement to state auditor. This requirement does not apply to cities participating in the Voluntary Statewide Lump-Sum Firefighter Retirement Fund that the executive director of PERA has certified to be in compliance. | Minn. Stat. § 69.051, subd. 3. |
| July 3* | First day for cities holding unclaimed property to send presumed owners written notice of steps to prevent abandonment. Unclaimed property held by the city may include, but is not limited to, savings and checking accounts, uncashed checks, wages, utility refunds or deposits and securities. Notice must be sent within 120 days prior to filing a report with the commissioner of the Department of Commerce. The reporting deadline is Oct 31, 2017. | Minn. Stat. § 345.41(e). |
| July 4 | Independence Day (observed); mandatory legal holiday. No public business may be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| July 5 | County must pay city 8 percent interest if May tax settlement is not paid by this date. Date might be later depending on when county mailed its property tax statements. | Minn. Stat. § 276.11, subd. 1. Minn. Stat. § 276.09. |

| DATE | DUTY | LAW |
|-------------------------------------|--|---|
| July 14 | Last day to appoint election judges for Aug. 8 primary election. At least two election judges in each precinct polling place must be affiliated with different major political parties. Cities have the authority to appoint qualified individuals, including those not affiliated with a major political party, to be election judges, if no lists have been provided from the political parties, or if additional election judges are needed after names on the lists have been exhausted. | Minn. Stat. § 204B.21, subd. 2. |
| July 14 | If location of polling place has changed, last day before Aug. 8 primary for cities to send non-forwardable notice to affected households with at least one registered voter, stating location of new polling place using sample notice prepared by secretary of state. | Minn. Stat. § 204B.16, subd. 1 a. |
| July 18 | Last day to publish notice of first and last days for filing affidavits of candidacy for November city election. Notice must state closing time for filing on the last day as no later than 5 p.m. | Minn. Stat. § 205.13, subd. 2. Minn. Stat. § 204B.09, subd. 1 c. |
| July 18 | Last day for voters to register before the Aug. 8 primary. Pre-registration closes at 5 p.m. Voter registration cards must be submitted to the secretary of state or county auditor within 10 days after the card was dated by the voter. | Minn. Stat. § 201.061, subd. 1. |
| July 19 | First day for election judges to deliver absentee ballots for primary election to hospital patients and health care facility residents who have applied for them. | Minn. Stat. § 203B.11, subd. 2. |
| July 20* | Last day to post notice of first and last days for filing affidavits of candidacy for November city election. Notice must state closing time for filing on the last day as no later than 5 p.m. | Minn. Stat. § 205.13, subd. 2. Minn. Stat. § 204B.09, subd. 1 (c). |
| July 20 | Commissioner of Department of Revenue distributes first half of local government aid (LGA), PERA pension reimbursement aid, and the first half of the agricultural homestead market value credit. (First of two payments. Second payment will be on Dec. 26). | Minn. Stat. § 273.1385, subd. 1. Minn. Stat. § 273.1384, subd. 4. Minn. Stat. § 477A.015. |
| Week of July 24 (or previous week.) | For cities holding municipal primary election on Aug. 8, clerk must give first published notice of election. Clerk must publish notice a second time on the following week. Fourth-class cities may choose only to post. City should print notice by Tuesday to allow a full two-week notice. Publication in the week prior is allowable, but apparently the two publications must be in successive weeks. | Minn. Stat. § 205.16, subd. 1. |
| July 25 | For cities conducting Aug. 8 primary by mail, last day to mail ballots to registered voters. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000. |

| DATE | DUTY | LAW |
|-------------------------------------|---|--|
| July 25 | First day before Aug. 8 primary for city to test voting system equipment. Public notice must be given two days before the test. Last day to test is Aug.6. | Minn. Stat. § 206.83. |
| July 25 | For cities holding municipal primary on Aug. 8, last day to publish sample ballot. This is optional for fourth class cities. | Minn. Stat. § 205.16, subd. 2. |
| July 25 | Last day before Aug. 8 primary for a sample ballot to be prepared and made available for public inspection in the clerk's office. | Minn. Stat. § 205.16, subd. 3. |
| July 27* | In cities holding municipal primary on Aug. 8, a candidate receiving or making disbursements over \$750 must file financial report with filing officer 10 days before primary. Same requirement exists for committee promoting passage or defeat of special ballot question. If a candidate or committee fails to file report, the filing officer must immediately notify the candidate or committee of failure to file. If report is not filed within 10 days after notification is mailed, the filing officer must file a complaint with the Office of Administrative Hearings. | Minn. Stat. § 211A.02, subd. 1(b)(2). Minn. Stat. § 211A.05, subd. 2. Minn. Stat. § 211B.32. |
| July 27* | Last day for an election judge to submit written notice of serving voluntarily without pay at municipal primary. | Minn. Stat. § 204B.31, subd. 2. |
| July 28 | Last day for cities over 2,500 population, to publish (or post three copies, if no qualified newspaper in city) annual financial statement or summary of the report. Also, last day for clerk or chief financial officer of that city to provide each councilmember a copy of the financial statement, along with any management letter or other written findings or comments by the auditor. | Minn. Stat. § 471.697, subds. 1(a); 1(c). |
| July 31 | Deadline for submitting requests for POST Board training reimbursement. POST Board must receive the request by this date. Date may be later if forms were distributed after July 1. | Minn. R. 6700.1800, subps. 4, 5. |
| July 31 | Last day for Department of Revenue to notify city of LGA amounts. City has 60 days from time of receipt to appeal. | Minn. Stat. § 477A.014 subds. 1, 2. |
| July 31 | In cities holding municipal primary on Aug. 8, last day to post notice of primary, if desired. Clerks must also post copy of notice in the clerk's office for public inspection. Fourth-class cities must post if they did not publish. | Minn. Stat. § 205.16, subd. 1. |
| Week of July 31 (or previous week.) | Clerk must publish second notice of Aug. 8 municipal primary, if one is scheduled. (See previous week's entry; notice should be published by Tuesday of this week). | Minn. Stat. § 205.16, subd. 1. |

| DATE | DUTY | LAW |
|--------------------|---|---|
| AUGUST 2017 | | |
| Aug. 1 | Deadline for changes in rural-urban service tax districts to be implemented the same levy year for purposes of taxes payable 2018 Certified copy of change must be filed with county auditor. | Minn. Stat. § 272.67, subd. 6. |
| Aug. 1 | Last date for tax increment authority to submit tax increment annual financial report to state auditor with copy to county auditor. This is also the last day the authority must identify the newspaper of general circulation that the annual statement will be submitted for publication, and provide a copy of the annual statement to the county board, the county auditor, the state auditor. The authority must also publish an annual disclosure for each district in the newspaper no later than Aug. 15. | Minn. Stat. § 469.175, subds. 5, 6(4)(b). |
| Aug. 1 | Last day for volunteer fire relief associations paying monthly service pension to certify financial requirements of special fund and city's minimum obligation. | Minn. Stat. § 424A.093, subd. 5. |
| Aug. 1 | Last day for officers of volunteer firefighters' relief associations paying lump sum pensions to estimate accrued liability of the fund for the following year and certify requirements to the city council. | Minn. Stat. § 424A.092, subd. 4. |
| Aug. 1 | Last day for city's data practices responsible authority to update public access procedures in written form. | Minn. Stat. § 13.025, subd. 2. Minn. Stat. § 13.03. |
| Aug 1 | For cities with no primary election, first day for filing affidavits for candidacy for Nov. 7 general election. A copy of the fair campaign practices digest, and, if appropriate, a financial reporting form and a certification of filing form must be distributed to each candidate by the filing officer at the time that the candidate's affidavit of candidacy is filed. | Minn. Stat. § 205.13, subd. 1a. Minn. Stat. § 211B.14. |
| Aug. 1 | Final corrected master list of registered voters must be available from county auditor seven days before primary. | Minn. Stat. § 201.091, subd. 2. |
| Aug. 1 | First day before Aug. 8 primary for agent delivery of absentee ballot to voter in health care facility, residential program for adults or resident of a shelter for battered women. Voted ballot must be returned by 3 p.m. on election day. | Minn. Stat. § 203B.11, subd. 4. |
| Aug. 2 | Last day clerk may accept absentee ballot applications returned by another voter on behalf of a voter before Aug. 8 primary election. | Minn. Stat. § 203B.04, Subd. 1(d). |
| Aug. 4 | For cities holding municipal primary on Aug. 8, last day to pick up election supplies from county auditor. | Minn. Stat. § 204B.28, subd. 2. |

| DATE | DUTY | LAW |
|--------------------------------|--|---|
| Aug. 5 | City office must be open from 10 a.m. to 3 p.m. for absentee ballot applications and voting in cities where clerk has taken on the duty of administering absentee voting laws. | Minn. Stat. § 203B.085. |
| Aug. 7 | Last day before Aug. 8 primary for city to test voting system equipment. Public notice must be given two days before the test. | Minn. Stat. § 206.83. |
| Aug. 7 | Last day for voters to apply in person for absentee ballots for the Aug. 8 primary election. Last day for voters to deliver, in person, absentee ballot applications and voting in cities where clerk administers absentee voting laws. Clerk's office must be open until 5 p.m. for this purpose. | Minn. Stat. § 203B.04, subd. 1. Minn. Stat. § 203B.085. Minn. R. 8210.2200. |
| Aug. 7 | Election judges obtain primary election supplies, including duplicate registration files, before 9 p.m. from clerk and deliver them to polling place before voting begins on election day. | Minn. Stat. § 204B.29, subd. 1. |
| Before voting begins on Aug. 8 | Election judges perform all statutory duties pertaining to opening of polling places and ballot preparation, including posting of the Voter's Bill of Rights. | Minn. Stat. § 204C.08. Minn. Stat. § 204C.09. |
| Aug. 8 | For cities holding a municipal primary on this date, clerk must post sample ballot at each polling place. | Minn. Stat. § 205.16, subd. 3. |
| Aug. 8 | Absentee ballot envelopes delivered by voters' agents must be received by the city clerk no later than 3 p.m. | Minn. R. 8210.2200. |
| Aug. 9 | Election judges must deliver summary statements, ballots, and other materials to county auditor and/or clerk no later than 24 hours after polls close. | Minn. Stat. § 204C.27. Minn. Stat. § 204C.28. |
| Aug. 9 | Last day before Nov. 7 general election to designate new or different polling places. | Minn. Stat. § 204B.16, subd. 3. |
| Aug. 10 | Clerk must return all polling place rosters and completed voter registration cards to county auditor within 48 hours after polls close. | Minn. Stat. § 204C.27. |
| Aug. 11 | Last day for city council to canvass returns and declare results of Aug. 8 municipal primary. | Minn. Stat. § 205.065, subd. 5. |
| Aug. 15 | Last day for tax increment authority to publish annual disclosure for each TIF district. | Minn. Stat. § 469.175, subd. 5. |
| Aug. 15 | First day to notify utility customers of extension of cold weather rule to municipal utilities. Applies to disconnection of primary heat source to residential customers between Oct. 15 and April 15. Last day for notification is Oct. 15. | Minn. Stat. § 216B.097, subd. 1(b). |

| DATE | DUTY | LAW |
|---------|--|---|
| Aug. 15 | For cities without a municipal primary, last day for filing affidavits of candidacy for the Nov. 7 general election. The clerk's office must be open today for filing between 1:00 and 5:00, at a minimum. | Minn. Stat. § 205.13, subd. 1a. |
| Aug. 16 | First day cities may request all or part of LGA payment due Dec. 26, if needed to meet cash flow needs. State is not obligated to provide the early payment. | Minn. Stat. § 477A.015. |
| Aug. 16 | Last day to contest statutory city primary election (within five days after completing canvass) or to request recount. This date may shift if canvassing has been completed at an earlier date. After time to contest is passed clerk issues certificates to winning candidates and certifies results to county auditor. Clerk who issues certificate to candidate with receipts or disbursements over \$750, who has not certified that all financial reports have been filed is guilty of a misdemeanor. | Minn. Stat. § 209.021, subd. 1. Minn. Stat. § 204C.36. Minn. Stat. § 205.185, subd. 3. Minn. Stat. § 211A.05, subd. 1. |
| Aug. 17 | For cities without a municipal primary, last day candidates may file affidavits of withdrawal. Candidates may submit withdrawals until 5:00 p.m. After the deadline for filing the affidavit of withdrawal has passed, clerk should order printing of ballots to be available to absentee voters by Sept 20. | Minn. Stat. § 205.13, subd. 6. Minn. Stat. § 204B.35. |
| Aug. 25 | Last day before Nov. 7 general election for clerk to provide written notice to county auditor of local election dates, offices, and questions to be on the Nov. 7 ballot. Also last day to inform county auditor of the cancelation of a special election at that election. | Minn. Stat. § 205.16, subd. 4. |
| Aug. 29 | Last day for non-metro cities, with fewer than 400 registered voters, opting to hold Nov. 7 general election by mail to give notice of election, including posted notice of mail ballot procedures. A city may establish mail balloting for precincts with fewer than 100 registered voters for local and state elections. City must have previously requested permission and received approval from county auditor to conduct balloting by mail. For ballot-by-mail procedures please rely on the information provided by the county auditor and/or secretary of state. | Minn. Stat. § 204B.45. Minn. R. 8210.3000, subp. 3. See also Secretary of State's Mail Election Guide . |
| Aug. 29 | Last day for a city to adopt an election precinct boundary change for use in the Nov. 7 municipal general election this year. Upon adoption, the secretary of state and county auditor must be notified immediately and provided updated maps. The precinct boundary change shall not take effect until notice of the change has been posted in the office of the municipal clerk or county auditor for at least 56 days. | Minn. Stat. § 204B.14, subds. 4, 5. |

| DATE | DUTY | LAW |
|-----------------------|--|--|
| SEPTEMBER 2017 | | |
| Sept. 1 | Consider adopting ordinance or resolution designating polling place for next year (by December 31 st of each year cities must adopt an ordinance or resolution for the following calendar year even if the polling place is not being changed from the previous year). | Minn. Stat. § 204B.16, Subd. 1. |
| Sept. 1 | Last day for independent city park board in a statutory city over 1,000 population to present city council with estimate of financial needs for the next fiscal year. | Minn. Stat. § 412.531, subd. 1. |
| Sept. 1 | Last day to file notice with attorney general that city plans to contest cost of audit done by state auditor. | Minn. Stat. § 6.59. |
| Sept. 1 | Last day to submit report of money needs to commissioner of Department of Transportation under municipal state aid program. Applies to cities with populations over 5,000. | Minn. Stat. § 162.13, subd. 3. |
| Sept. 3 | First day election materials from uncontested Nov. 2015 election may be destroyed. | Minn. Stat. § 204B.40. |
| Sept. 4 | Labor Day observed; mandatory legal holiday. No public business may be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Sept. 7 | Last day before Nov. 7 general election for city using electronic voting system for the first time to submit plan to secretary of state. | Minn. Stat. § 206.82, subd. 2. |
| Sept. 8 | Last day before Nov. 7 general election to adopt an ordinance combining offices of clerk and treasurer in standard plan statutory city. | Minn. Stat. § 412.02, subd. 3. |
| Sept. 8 | Last day before Nov. 7 general election to adopt ordinance increasing size of statutory city council from five to seven (or reducing size to five.) The ordinance must include a schedule of elections and terms to effect the change. If ordinance is passed the question must appear on the November ballot. | Minn. Stat. § 412.02, subd. 6. |
| Sept. 8 | Last day before Nov. 7 election for city with new voting system to inform the public about its use. | Minn. Stat. § 206.58. |
| Sept. 21* | In cities without a municipal primary, last day to mail absentee ballot applications to voters on the ongoing absentee voter list. | Minn. Stat. § 203B.04. Minn. R. 8210.0200, subp. 4. |
| Sept. 22 | Last day prior to Nov. 7 general election for preparation and delivery of absentee ballots. Ballots may be delivered sooner if they are ready. | Minn. Stat. § 204B.35, subd. 4. Minn. Stat. § 203B.06, subd. 3. |

| DATE | DUTY | LAW |
|---------------------|---|---|
| Sept. 22 | For cities holding Nov. 7 city election by mail, first day to mail ballots to registered voters. Last day is Oct. 24. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000, subp. 4. |
| Sept. 22 | Updated master registered voter list must be available for absentee voting 46 days before general election. | Minn. Stat. § 201.091, subd. 2. |
| Sept. 26 | First day before the Nov. 7 general election for city with new voting system to provide demonstration of equipment and voter instruction concerning its use. | Minn. Stat. § 206.58, subd. 1. |
| OCTOBER 2017 | | |
| Oct. 2 | <p>All cities must adopt proposed budget by resolution and certify proposed tax levy to the county auditor on or before this date. Final levies may be lower than the proposed levy, but may not exceed the proposed levy.</p> <p>Cities 500 population or less: These cities may certify their final levy at any time from now through December 28. If your city has determined that its proposed property tax levy is also its final property tax levy, your city may notify the county auditor of this determination. This way, no further certification of final levy would be required.</p> <p>Cities over 500 population must, on or before Oct. 2, provide the county auditor with the following information:</p> <ul style="list-style-type: none"> • Date, place and time of the regularly scheduled meeting at which a final budget and levy will be determined. (Note: Meetings must be held after Nov. 24 and at or after 6:00 P.M.) • Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice. This does not require listing a private phone number. • Address where comments will be received by mail. <p>Charter cities must comply with this announcement requirement even if a city charter has provisions to the contrary.</p> | Minn. Stat. § 275.065 subds. 1, 3. |
| Oct. 9 | Columbus Day; optional legal holiday (city determines if it is a holiday). If city declares the holiday no public business may be transacted except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Oct. 13 | Last day for city to send non-forwardable notice stating location of changed new polling place to affected households with at least one registered voter. Use sample notice prepared by the secretary of state. | Minn. Stat. § 204B.16, subd. 1 a. |

| DATE | DUTY | LAW |
|-------------------------------------|---|---|
| Oct. 13 | Last day before the Nov. 7 city election to appoint election judges. At least two election judges in each precinct polling place must be affiliated with different major political parties. Cities have the authority to appoint qualified individuals, including those not affiliated with a major political party, to be election judges, if no lists have been provided from the political parties, or if additional election judges are needed after names on the lists have been exhausted. | Minn. Stat. § 204B.21, subd. 2. |
| Oct. 15 | Last day to notify utility customers of extension of cold weather rule to municipal utilities. Applies to disconnection of primary heat source to residential customers between Oct. 15 and April 15. | Minn. Stat. § 216B.097. |
| Oct. 17 | Last day for voters to register in advance for Nov. 7 general election. Pre-registration closes at 5 p.m. Voter registration card must be submitted to the secretary of state or county auditor within 10 days after the card was dated by the voter. | Minn. Stat. § 201.061, subd. 1. |
| Oct. 18 | First day for election judges to deliver absentee ballots for Nov. 7 general election to hospital and health care facility residents who have applied for them. | Minn. Stat. § 203B.11, subd. 2. |
| Week of Oct. 23 (or previous week,) | Clerk must publish first notice of Nov. 7 general election. Clerk must publish a second time next week. Fourth-class cities may choose to only post notice. City should print notice by Tuesday to allow a full two weeks' notice. Publication in the week prior is permissible but the two publications must be in successive weeks. Notice should state time of election, location of polling places, offices to be filled and all questions to be voted on. Clerk must also post notice in office for public inspection. | Minn. Stat. § 205.16, subd. 1. |
| Oct. 24 | First day before municipal election for cities to test voting equipment. City must give two days published notice of time and place of test. | Minn. Stat. § 206.83. |
| Oct. 24 | For cities holding Nov. 7 general election by mail, last day to mail ballots to registered voters. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000, subp. 4. |
| Oct. 24 | Last day before Nov. 7 general election to prepare and make available for inspection a sample ballot in the clerk's office. | Minn. Stat. § 205.16, subd. 3. |
| Oct. 24 | Last day for clerk to publish sample ballot. Fourth-class cities may choose only to post ballot. | Minn. Stat. § 205.16, subd. 2. |
| Oct. 27* | Last day before Nov. 7 general election to post notice of election, if desired. Fourth class cities may post if they opted not to publish. | Minn. Stat. § 205.16. |

| DATE | DUTY | LAW |
|----------------------|---|---|
| Oct. 27* | Candidate receiving or making disbursements over \$750 must file financial report with filing officer 10 days before general election. Same requirement exists for committee promoting passage or defeat of special ballot question. If a candidate or committee fails to file report, the filing officer must immediately notify the candidate or committee of failure to file. If report is not filed within 10 days after notification is mailed, the filing officer must file a complaint with the Office of Administrative Hearings. | Minn. Stat. § 211A.02, subd. 1(b)(2). Minn. Stat. § 211A.05. |
| Oct. 27* | Last day before Nov. 7 general election for election judge to submit written notice of serving without pay. | Minn. Stat. § 204B.31, subd. 2. |
| Week of Oct. 30 | Clerk must publish second notice of Nov. 7 general election. Fourth-class cities may choose only to post ballot. | Minn. Stat. § 205.16, subd. 1. |
| Oct. 31 | Final corrected master registered voter list must be available seven days before the Nov. 7 election. | Minn. Stat. § 201.091, subd. 2. |
| Oct. 31 | First day before Nov. 7 general election for agent delivery of absentee ballot to voter in health care facility, residential program for adults or resident of a shelter for battered women. Voted ballot must be returned by 3 p.m. on election day. | Minn. Stat. § 203B.11, subd. 4. |
| Oct. 31 | For cities administering absentee ballots, after the close of business, first day before the general election day to open, duplicate as needed, initial and deposit return envelopes marked “accepted” in the ballot box. | Minn. Stat. § 203B.121, subd. 4. |
| Oct. 31 | Last day for cities with municipal heritage preservation commissions to submit to the state historic preservation officer at the Department of Administration an annual report summarizing the commission’s activities, including designations, review, and other activities during the previous 12 months. | Minn. Stat. § 471.193, subd. 6. |
| Oct. 31 | Last day for cities to file a report of unclaimed property with the commissioner of the Department of Commerce. | Minn. Stat. § 345.41(d). |
| Oct. 31 | Minnesota Department of Revenue distributes first half of agricultural homestead market value credit payment. | Minn. Stat. § 273.1384, subd. 4. |
| NOVEMBER 2017 | | |
| Nov. 1 | Last day clerk may accept absentee ballot applications returned by a voter on behalf of another voter. | Minn. Stat. § 203B.04, subd. 1. |
| Nov. 3 | Last day to pick up election supplies from county auditor. | Minn. Stat. § 204B.28, subd. 2. |

| DATE | DUTY | LAW |
|---------------------------------|---|--|
| Nov. 4 | Last day to conduct election judge training for the Nov. 7 general election. | Minn. Stat. § 204B.25, subd. 1. Minn. R. 8240.1300, subp. 4. |
| Nov. 4 | City office must be open from 10 a.m. to 3 p.m. for absentee ballot applications and voting in cities where clerk has taken on the duty of administering absentee voting laws. | Minn. Stat. § 203B.085. |
| Nov. 6 | For cities holding municipal election on Nov. 7, last day to publish ordinance changing council salaries. If not done before election, salary change cannot take effect until after next municipal election. This provision probably applies to most charter cities as well. | Minn. Stat. § 415.11. |
| Nov. 6 | Last day before Nov. 7 general election for voters to apply in person for absentee ballots. Last day for voters to return completed absentee ballots. Some exceptions exist for persons in health care facilities. Clerk's office must be open until 5 p.m. where clerk has duty of administering absentee voting laws. | Minn. Stat. § 203B.04, subd. 1. Minn. Stat. § 203B.085. Minn. Stat. § 203B.05, subd. 1. |
| Nov. 6 | Election judges obtain all election materials, including precinct voter rosters, and absentee ballot applications, from clerk before 9 p.m., or clerk arranges for delivery to polling place before voting begins. | Minn. Stat. § 201.221, subd. 3. Minn. Stat. § 204B.29, subd. 1. |
| Before voting begins on Nov. 7. | Election judges perform all statutory duties pertaining to opening of polling places and ballot preparation, including posting the Voters Bill of Rights. | Minn. Stat. § 204C.08, subd. 1. Minn. Stat. § 204C.09. |
| Nov. 7 | City clerk posts sample municipal ballot at each polling place on election day. | Minn. Stat. § 205.16, subd. 3. |
| Nov. 7 | General election day. Polls must be open from 7 a.m. to 8 p.m. in all precincts. Public meetings prohibited between 6 p.m. and 8 p.m. All special school district levy elections must take place on this day as well. | Minn. Const. art. VII, § 7. Minn. Stat. § 205.07. Minn. Stat. § 204C.03, subd. 1. Minn. Stat. § 204C.05, subd. 1. |
| Nov. 7 | Individuals returning absentee ballots on behalf of another voter must deliver the ballot before 3 p.m. | Minn. Stat. § 203B.08. |
| Nov. 7 | For cities administering absentee ballots, after the close of business, last day to open, duplicate as needed, initial and deposit return envelopes marked "accepted" in the ballot box. | Minn. Stat. § 203B.121, subd. 4. |
| Nov. 7 | After polls have closed ballot board tabulates absentee ballots by precinct. Absentee ballot totals added to the precinct polling place results. | Minn. Stat. § 203B.121, subd. 5. |

| DATE | DUTY | LAW |
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| Nov. 8 | Election judges must deliver summary statements, ballots, and other materials to county auditor and/or clerk no later than 24 hours after polls close. | Minn. Stat. § 204C.27. Minn. Stat. § 204C.28. |
| Nov. 8 | Within 24 hours after the polls close, the absentee ballot board must accept or reject absentee ballots that arrived after rosters/supplemental reports were generated. | Minn. Stat. § 203B.121, subd. 5. |
| Nov. 9 | Clerk must return polling place rosters and completed voter registration cards to county auditor within 48 hours after polls close. | Minn. Stat. § 204C.27. |
| Nov. 10 | Veteran's Day; mandatory legal holiday. No public business shall be transacted, except in cases of necessity. State law permits both on- and off-sale liquor. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Nov. 11 | First day for city council to meet as canvassing board for municipal election. (Note: Nov. 11 is a Saturday, however no city council may meet as canvassing board on Friday, Nov. 10 because that is the day Veteran's Day is observed in 2017). | Minn. Stat. § 205.185, subd. 3. Minn. Stat. § 204C.33. |
| Nov. 14 | Last day after municipal election for candidate or treasurer of a committee to promote or defeat ballot question to certify to filing officer (clerk) that all required reports have been submitted, or that candidate or committee has not received contributions or made disbursements exceeding \$750. If no report filed, the filing officer shall immediately notify the candidate or committee of failure to file. If report is not filed within 10 days after notification mailed, the filing officer shall file a complaint with the Office of Administrative Hearings. | Minn. Stat. § 211A.05, subd. 2. Minn. Stat. § 211A.02, subd. 1. |
| Nov. 14 | Last day in 2017 a property owner may pre-pay entire amount of special assessment remaining due with interest accrued to Dec. 31, 2017. | Minn. Stat. § 429.061, subd. 3. |
| Nov. 16 | First day for cities with liquor stores operating at a net loss prior to interfund transfer in two of three consecutive years to hold as public on the question of whether the city shall continue to operate a municipal liquor store. | Minn. Stat. § 340A.602. |
| Nov. 17 | Last day for city council to meet as canvassing board for municipal election and declare results. | Minn. Stat. § 205.185, subd. 3. |
| Nov. 17 | First day to contest statutory city election (within seven days of completing the canvass), or to request recount. This day may shift if canvassing completed at an earlier date. | Minn. Stat. § 209.021, subd. 1. Minn. Stat. § 204C.36. Minn. Stat. § 205.185, subd. 3. |

| DATE | DUTY | LAW |
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| Nov. 18 | First possible day to issue certificate of election (may be issued the day after the time for contesting elections has passed). Clerk issues certificate if the candidate has filed Campaign Financial Report Certification of Filing form and the losing candidate has not requested a recount. A clerk who issues certificate to candidate with receipts or disbursements over \$750, who has not certified that all financial reports have been filed, is guilty of a misdemeanor. | Minn. Stat. § 211A.05, subd. 1. Minn. Stat. § 204C.36. Minn. Stat. § 205.185 subd. 3. Minn. Stat. § 209.021, subd.1. |
| After receiving certificates of election but before performing the duties of office. | Winners in statutory city election qualify by taking oath. Elected clerks and treasurers in standard plan statutory cities qualify by filing bond. Terms for newly elected officials do not begin until the first Monday in January 2018, even if they take the oath in 2017. | Minn. Stat. § 412.02, subd. 2. |
| Nov. 22 | In cities with a primary, last day to adopt ordinance to hold municipal election on first Tuesday after first Monday in November of even numbered years, or change to even year November elections. Clerk must notify county auditor and secretary of state of change. Ordinance does not take effect until 240 days after passage and publication, unless it sets a later date. Within 180 days after passage and publication of ordinance, voters may petition for referendum | Minn. Stat. § 205.07. |
| Nov. 23 | Thanksgiving Day; mandatory legal holiday. No public business shall be transacted except in cases of necessity. State law does not allow off-sale of liquor. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Nov. 24 | Day after Thanksgiving; optional legal holiday as determined by city council. If council declares holiday, no public business shall be transacted except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Nov. 24 | Last day to contest statutory city election (within seven days of completing the canvass), or to request recount. This day may shift if canvassing completed at an earlier date. NOTE: If your city council completed its canvass on November 17, and your city has chosen Thanksgiving as a holiday, this date will be extended to Monday, November 27. | Minn. Stat. § 209.021, subd. 1. Minn. Stat. § 204C.36. Minn. Stat. § 205.185, subd. 3. |

| DATE | DUTY | LAW |
|----------------------|---|---|
| Nov. 25 | First day cities over 500 population may hold the meeting to allow public input on the final budget and tax levy. The adoption meeting must be held at or after 6 p.m. The public must be allowed to speak at the meeting before adoption of the final budget. The final levy must be certified to the county auditor after the public input meeting and must be by December 28. | Minn. Stat. § 275.065, subd. 3(c). Minn. Stat. § 275.07. |
| Nov. 30 | Last day for city to certify to county auditor the service charges within a special service district that are to be levied on the net tax capacity of the affected properties. | Minn. Stat. § 428A.05. Minn. Stat. § 429.061, subd. 3. |
| Nov. 30 | Last day to certify special assessments and assessments for snow removal, weed elimination, tree maintenance, and other current services to the county auditor. | Minn. Stat. § 429.061, subd. 3. Minn. Stat. § 429.101. |
| Nov. 30 | Last day to certify assessment for unpaid collection and disposal of garbage charges through September 1. | Minn. Stat. § 429.061, subd. 3. Minn. Stat. § 443.015. |
| Nov. 30 | Ask county auditor what date will be enforced for certification of unpaid water and sewer bills. Our reading of the statutes is that the deadline is on or before five business days after Dec. 20, along with the deadline for certification of the property tax levy (Monday, December 28 in 2017). Apparently some counties require certification along with special assessments under Ch. 429. | Minn. Stat. § 444.075, subd. 3. |
| DECEMBER 2017 | | |
| Dec. 1 | By this date cities must receive from county treasurer 100 percent of estimated levy receipts. (Ten business days after Nov. 15, assuming the Friday after Thanksgiving is observed as a holiday). | Minn. Stat. § 276.111. |
| Dec. 4 | Last day for county auditor to deliver real and personal property tax books to assessor. Assessor files oath at or before time books are delivered. Failure to file deemed a refusal to serve. | Minn. Stat. § 273.03, subd. 1. |
| Dec. 7 | Last day for candidates for Nov. 7 general municipal election receiving or making disbursements over \$750 to file financial report with filing officer (clerk). Same deadline exists for committees promoting passage or defeat of special ballot question. If a candidate or committee fails to file report, the filing officer must immediately notify the candidate or committee of failure to file. If report is not filed within 10 days after notification is mailed, the filing officer must file a complaint with the Office of Administrative Hearings. | Minn. Stat. § 211A.02, subd. 1(b)(3). Minn. Stat. § 211A.05. Minn. Stat. § 211B.32. |
| Dec. 10 | Last day for commissioner of Department of Revenue to notify cities of their final certified levy. | Minn. Stat. § 275.74, subd. 1. |

| DATE | DUTY | LAW |
|----------------------------|--|---|
| Dec. 24 | Christmas Eve. No off-sale liquor sales permitted after 8:00 p.m. | Minn Stat. § 340A.504 subd. 4. |
| Dec. 25 | Christmas Day. Mandatory holiday; no off-sale liquor sales permitted Christmas Day. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504, subd. 4(4). |
| After adoption of budget. | Cities must publish summary budget statement in newspaper, in form prescribed by the state auditor. Rather than publishing in a newspaper, cities can also meet this requirement by printing the summary in a city newsletter or other mailing sent to all households. | Minn. Stat. § 471.6965. |
| Dec. 26 | Department of Revenue distributes second half of LGA, PERA pension reimbursement aid, and the other half of the agricultural homestead market value credit. | Minn. Stat. § 273.1385, subd. 1. Minn. Stat. § 273.1384, subd. 4. Minn. Stat. § 477A.015. |
| Dec. 28 | Local tax levies must be certified by the city to the county auditor “on or before five working days after December 20 in each year.” Cities must also file the certificate of compliance (form TNT-2014) with the Department of Revenue by this date. | Minn. Stat. § 275.07, subd. 1. Minn. Stat. § 275.065, subd. 7. |
| Dec. 28 | Last day to certify unpaid sewer and water charges to county auditor for certification of the property tax levy. (See Nov. 7 entry for additional discussion.) | Minn. Stat. § 444.075, subd. 3(e). |
| Dec. 30 | Last day for cities over 2,500 population to file annual report of local government levies with commissioner of the Department of Revenue. If not filed by Jan. 30, Department of Revenue will impose a penalty. | Minn. Stat. § 275.62, subd. 1. |
| Dec. 31 | Last day for the board of review, usually the city council, to send assessment and classification changes to county board. | Minn. Stat. § 274.01, subd. 1(a). |
| Dec. 31 | Last day for charter commission to submit annual report outlining activities and accomplishments for the preceding calendar year to the chief judge of the district court. | Minn. Stat. § 410.05, subd. 2. |
| Dec. 31 | Last day to adopt ordinance or resolution designating polling place for next year (cities need to adopt an ordinance or resolution annually even if the polling place is not being changed from the previous year). | Minn. Stat. § 204B.16, subd. 1. |
| At close of calendar year. | Statutory city utilities commission files financial report with city clerk. This becomes part of clerk’s annual financial statement. | Minn. Stat. § 412.381. |

| DATE | DUTY | LAW |
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| JANUARY 2018 | | |
| Immediately after close of calendar year. | Treasurer's annual financial statement filed for public inspection with clerk in statutory cities. | Minn. Stat. § 412.141. |
| After close of fiscal year. | Library board files financial report with city council. | Minn. Stat. § 134.13. |
| After close of fiscal year. | Volunteer firefighters' relief associations (that provide service pension and retirement benefit coverage for members of an independent nonprofit firefighting corporation), with assets or liabilities of at least \$500,000 in the prior year or any previous year, must furnish financial report to city council and make available for public inspection. The state auditor may accept an audited report due June 30 in lieu of this report. | Minn. Stat. § 69.051, subd. 1(c), (d). |
| As soon as practicable after Jan. 1. | Statutory city clerk certifies to council the amount of tax collections and other income (excluding gifts) that have been credited to each fund in each of three previous years and yearly averages. This requirement apparently applies only to proceeds. The requirement does not apply to Iron Range cities. | Minn. Stat. § 471.69. |
| Before first meeting of library board. | Mayor appoints library board members with approval of the council. | Minn. Stat. § 134.09, subs. 1, 2. |
| Jan. 1 | Beginning of city fiscal year. | Minn. Stat. § 471.696. |
| Jan. 1 | First day for cities and other solid waste collectors to disclose to each solid waste customer or generator where waste is being deposited, and include information concerning liability for contamination. Last day is March 31. | Minn. Stat. § 115A.9302, subd. 2. |
| Jan. 1 | New Year's Day; mandatory legal holiday. No public business may be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Jan. 2 | End of terms of old statutory city council members and other elected city officials, and beginning of new terms. | Minn. Stat. § 412.02, subd. 2. |
| Jan. 2 | Terms begin for officers elected at the Nov. 7, 2017 general election. Elected officials may take the oath of office in November or December after receiving a certificate of election. | Minn. Stat. § 412.02, subd. 2. Minn. Stat. § 123B.09, subd. 1. |
| First council meeting. | If statutory city council members elected in November have not yet taken oath of office, they should do so now. | |

| DATE | DUTY | LAW |
|------------------------|--|---|
| First council meeting. | Statutory cities designate official newspaper. | Minn. Stat. § 412.831. |
| First council meeting. | Statutory cities choose acting mayor. | Minn. Stat. § 412.121. |
| First council meeting. | If the city chooses to use their website as an alternative place to advertise transportation projects it must be designated at the first meeting of the year. | Minn. Stat. § 331A.12, subd. 2. |
| First council meeting. | Consider adopting ordinance or resolution designating polling place for next year (by December 31 st of each year cities must adopt an ordinance or resolution for the following calendar year even if the polling place is not being changed from the previous year). | Minn. Stat. § 204B.16, Subd. 1. |
| Jan. 12 | Deadline for municipal liquor stores to file proof of financial responsibility with commissioner of Department of Public Safety. Note: The statute requires the proof of financial responsibility to be filed by Jan. 15, but in 2017 this falls on Martin Luther King Jr., Day so the last day to file is Jan. 12. | Minn. Stat. § 340A.603. |
| Jan. 15 | Martin Luther King, Jr., Day; mandatory legal holiday. No public business may be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| Jan. 25 | Last date for receiving initial year-end settlement from county treasurer. If not paid by this date county must pay 8 percent interest. | Minn. Stat. § 276.09. Minn. Stat. § 276.111. |
| Jan. 29 | Last day for cities over 2,500 population to file revenue report with Department of Revenue without penalty. Report was officially due Dec. 30. | Minn. Stat. § 275.62, subd. 4. |
| Jan. 30 | Last date for housing and redevelopment authority to file report of activities, receipts and expenditures with commissioner of Employment and Economic Development, state auditor, and city council. | Minn. Stat. § 469.013, subd. 1. |
| Jan. 30 | Last day for cities outside the metro area to certify municipal election hours to county auditor. Minimum voting hours are 5 p.m. to 8 p.m. | Minn. Stat. § 205.175, subd. 3. |
| Jan. 30 | Last day for city to forward 2017 summary budget information to state auditor using forms provided by state auditor. | Minn. Stat. § 6.745, subd. 1. |
| Jan. 30 | Last day for statutory and fourth-class charter cities to designate official depositories. If council fails to act by deadline, treasurer selects depositories. | Minn. Stat. § 427.01. Minn. Stat. § 427.09. |

| DATE | DUTY | LAW |
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| Jan. 31 | Lobbyist expenditure report due in the state auditor's office by this date. | Minn. Stat. § 6.76. |
| Jan. 31* | Last day for local public housing authority to report the loss in the number of low-income rental units or Section 8 certificates or vouchers from the previous year to the commissioner of the Minnesota Housing Finance Agency. | Minn. Stat. § 469.0305, subd. 1. |
| Jan. 31* | Assessment districts must complete their work and records must be delivered to county assessor on or before this date. | Minn. Stat. § 273.065. |
| Jan. 31* | Last day for cities with subsurface sewage treatment system (SSTS) ordinances to submit report to Minnesota Pollution Control Agency (MPCA) for 2017 information. | Minn. Stat. § 115.55. Minn. R. 7082.0040 subp. 5. |
| Jan. 31 | Last day for candidate or ballot committee to file final financial report with filing officer (city clerk) if candidate/committee received or made disbursements over \$750 in previous year. If a candidate or committee fails to file report, the filing officer must immediately notify the candidate or committee of failure to file. If report is not filed within 10 days after notification is mailed, the filing officer must file a complaint with the Office of Administrative Hearings. | Minn. Stat. § 211A.02, subd. 1(b). Minn. Stat. § 211A.05. |
| FEBRUARY 2018 | | |
| Feb. 1 | Last day for city's principal accounting officer to file report of outstanding obligations as of Dec. 31, 2017, with county auditor. | Minn. Stat. § 471.70. |
| Feb. 1 | Cities must post the OSHA 300A Summary of Work-related Illness and Injury report for 2017. The report must be posted in a conspicuous area where employee notices are usually placed. | 29 C.F.R. § 1904.32. MN Dept. of Labor and Industry – MN OSHA Compliance. |
| Feb. 1 | Last day for statutory or home rule charter city council without a primary to adopt ordinance to hold municipal election on first Tuesday after first Monday in November of even numbered years, or change to even year November elections. Clerk must notify county auditor and secretary of state of change. Ordinance does not take effect until 240 days after passage and publication, unless it sets a later date. Within 180 days after passage and publication of ordinance, voters may petition for referendum. | Minn. Stat. § 205.07. |
| Feb. 6 | Precinct caucus night, unless rescheduled due to weather. No city council meetings may occur on this date after 6:00 P.M. This date is determined by March 1 of the previous odd-numbered year and announced by the Secretary of State's office. | Minn. Stat. § 202A.19, subd. 1. Minn. Stat. § 202A.14, subd. 1. |

| DATE | DUTY | LAW |
|-------------------|---|--|
| Feb. 13 | First election date available for city to hold a special election in 2018. (The remaining dates are April 10, 2018, May 8, 2018, August 14, 2018 and November 6, 2018). | Minn. Stat. 205.10, subd. 3a. |
| Feb. 14 | Last day for clerks in cities under 2,500 population to file city financial statement in clerk's office for public inspection and present it to the council. | Minn. Stat. § 471.698, subd. 1(b). |
| Feb. 14 | Last day for volunteer fire relief associations and independent firefighting corporations with assets or liabilities of less than \$500,000 in the prior year or previous year to present certified financial statement to city council and file in relief association office for public inspection. | Minn. Stat. § 69.051, subd. 1a(d). |
| Feb. 15* | Deadline for volunteer fire relief association to apply to commissioner of Department of Revenue for reimbursement of supplemental benefits paid in the preceding calendar year to recipients of lump sum pension or retirement benefit distributions. | Minn. Stat. § 424A.10, subd. 3(a). |
| Feb. 15* | Last day for county assessor to notify clerk of date for board of appeal and equalization meeting. | Minn. Stat. § 274.01, subd. 1(a). |
| Feb. 19 | President's Day; mandatory legal holiday. No public business shall be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| MARCH 2018 | | |
| Mar. 14* | Last day for city with 10 percent gambling expenditure requirements to file report of all 2017 revenues and expenditures with state Gambling Control Board. | Minn. Stat. § 349.213, subd. 1. |
| Mar. 14* | Last day for city imposing tax on gross receipts of gambling proceeds to file annual report with state gambling control board. | Minn. Stat. § 349.213, subd. 3. |
| Mar. 14* | For cities not participating in the voluntary state wide volunteer firefighter retirement plan, last day for clerk in city with municipal fire department (or secretary of independent fire department) and fire chief to jointly file two copies of fire equipment certificate for state aid with commissioner of Department of Revenue. | Minn. Stat. § 69.011, subd. 2(a). |
| Mar. 14* | Last day for clerk to file peace officers certification for state aid with commissioner of Department of Revenue. Cities with police relief associations must also certify to county auditor. | Minn. Stat. § 69.011, subd. 2(c). |

| DATE | DUTY | LAW |
|-------------------|---|--|
| Mar. 25 | Earliest date aid penalty may begin to accrue if the current year state peace officer aid or state fire aid application form is not submitted to the Department of Revenue. Penalty will be computed beginning 10 days after postmark of the commissioner's notification that application was not received. | Minn. Stat. § 69.011, subd. 3. |
| Mar. 31 | Last day for publication of annual financial statement or a summary of the statement in a form as prescribed by the auditor in cities under 2,500 population. (If no qualified newspaper in city, city must post in three places). | Minn. Stat. § 471.698, subd. 1(c). |
| Mar. 31 | Last day for city operating municipal liquor store to publish annual balance sheet of liquor store operations in official newspaper. | Minn. Stat. § 471.6985. |
| Mar. 31 | Last day for cities and other solid waste collectors to disclose to each solid waste customer or generator where waste is being deposited and include information concerning liability for contamination. | Minn. Stat. § 115A.9302, subd. 2. |
| Mar. 31 | Last day to submit copy of city financial statement to state auditor in cities under 2,500 population. | Minn. Stat. § 471.698, subd. 1(d). |
| Mar. 31 | Last day for volunteer fire relief associations with assets or liabilities of less than \$500,000 in the prior year or any previous year to submit certified financial statement to state auditor. Lump sum schedules and forms must also be filed with the state auditor by this date. State auditor may extend deadline up to Nov. 30 upon demonstration of hardship or inability to conform by a relief association. If report is not received by Nov. 30, current state aid will be forfeited and, until state auditor receives the required information, the relief associations will be ineligible to receive any future state aid. | Minn. Stat. § 69.051, subds. 1a (d), 1b. |
| Mar. 31 | All liquor consumption and display permits expire this day. | Minn. Stat. § 340A.414, subd. 4. |
| APRIL 2018 | | |
| Reminder | Cities that hold even year elections and are planning to hold municipal primary election Aug. 14 should begin planning early. Under current law, the first date for filing affidavits of candidacy for an August 14, 2018, municipal primary is May 22, 2018; therefore, actions by cities such as resolutions establishing a primary and publishing and posting notice of the first and last days for filing, should be planned and carried out well in advance. | Minn. Stat. § 205.13, subd. 1a. Minn. Stat. § 205.065, subd. 1. |

| DATE | DUTY | LAW |
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| Apr. 1 | Last day for cities under 2,500 population that have awarded a business subsidy in the last five years, and all cities over 2,500 population, to file a business subsidy report with the commissioner of the Department of Employment and Economic Development. | Minn. Stat. § 116J.994, subd. 8. |
| Apr. 1 | Last day to file a resolution with the county auditor to withdraw from participation in a combined polling place. | Minn. Stat. § 204B.14, subd. 2. |
| Apr. 1 | Last day for library board to file financial information with Department of Education. | Minn. Stat. § 134.13. |
| Apr. 1 | Last day for statutory city to pay previous year's tax anticipation certificates. | Minn. Stat. § 412.261. |
| Apr. 1 | Earliest date board of review meetings may be called by county assessor. Clerk must give posted and published notice of the meeting at least 10 days in advance. Board must complete its work within 20 days after convening. Last day to convene is May 31. | Minn. Stat. § 274.01, subd. 1(a), (g). |
| April 10 | Second election date available for city to hold a special election in 2018. (The remaining dates are May 8, 2018, August 14, 2018 and November 6, 2018). | Minn. Stat. 205.10, Subd. 3a. |
| April 15 | For cities holding even year elections, last day before Nov. 6 general election for cities to establish a municipal primary. The clerk must notify the secretary of state and county auditor within 30 days after adopting resolution or ordinance. The date for any new primary must be Aug. 14, 2018. Although the statute says the decision must be made at least three months before the general election, other statutory requirements for primaries including establishing candidate-filing dates create the need to decide much earlier. | Minn. Stat. § 205.065, subd. 2. |
| April 30 | For cities with even year elections, last day to submit changes in previously filed electronic voting plans to secretary of state. | Minn. Stat. § 206.82, subd. 2. |
| MAY 2018 | | |
| May 1 | Last day to establish a single, combined polling place for third or fourth class cities in which all the voters of the city or town will cast their ballots; for two contiguous precincts in the same city that have a combined total of fewer than 500 registered voters; or for up to four contiguous municipalities located entirely outside the metro area. | Minn. Stat. § 204B.14, subd. 2. |

| DATE | DUTY | LAW |
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| May 8 | For cities holding municipal primary elections on Aug. 14, last day to publish notice of filing for candidacy. Notice must state closing time for filing on the last day as no later than 5 p.m. To avoid possible conflicts with state law, cities should accept filing until 5 p.m. on the last day for filing. | Minn. Stat. § 205.13, subd. 2. Minn. Stat. § 204B.09, subd. 1 c. |
| May 8 | Third election date available for city to hold a special election in 2018. (The remaining dates are August 14, 2018 and November 6, 2018). | Minn. Stat. 205.10, subd. 3a. |
| May 8 | County auditor holds tax delinquent land sale. | Minn. Stat. § 280.01. |
| May 11 | For cities holding municipal primary elections on Aug. 14, last day to post notice of filing for candidacy. Notice must state closing time for filing on the last day as no later than 5 p.m. To avoid possible conflicts with state law, cities should accept filing until 5 p.m. on the last day for filing. | Minn. Stat. § 205.13, subd. 2. Minn. Stat. § 204B.09, subd. 1 c. |
| May 15 | Last day for county auditor to furnish city with list of eligible voters to serve as election judges. | Minn. Stat. § 204B.21, subd. 1. |
| May 16 | Last day before Aug. 14 primary to designate new or different polling places. | Minn. Stat. § 204B.16, subd. 3. |
| May 16 | For cities with even year elections, last day for city to authorize or revoke a mail election precinct prior to the primary election. | Minn. R. 8210.3000, subp. 2. |
| May 20 | Earliest time a city can receive May tax settlement from county treasurer. Payment may be delayed if county was late mailing out property tax statements. | Minn. Stat. § 276.09. Minn. Stat. § 276.10. Minn. Stat. § 276.11. |
| May 22 | For cities holding municipal primary elections on Aug. 14, first day for filing affidavits for candidacy. A copy of the fair campaign practices digest, and, if appropriate, a financial reporting form and a certification of filing form must be distributed to each candidate by the filing officer at the time that the candidate's affidavit of candidacy is filed. | Minn. Stat. § 205.13, subd. 1a. Minn. Stat. § 211B.14. |
| May 28 | Memorial Day; mandatory legal holiday. No public business shall be transacted, except in cases of necessity. | Minn. Stat. § 645.44, subd. 5. Minn. Stat. § 340A.504. |
| May 31 | Last day to hold meeting of board of review. Actual date fixed by county assessor. Commissioner of Department of Revenue may grant extension of time to city board of review. | Minn. Stat. § 274.01, subd. 1(a). |

| DATE | DUTY | LAW |
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| May 31 | Cities providing electric service to more than 1,000 retail customers, or that have over 1,000,000,000 cubic feet in annual throughput of natural gas to retail customers must file a conservation improvement plan with the commissioner of Department of Commerce. Plans must be filed at least every three years. Cities must also provide an evaluation detailing its energy conservation improvement spending and investments for the previous period. Reporting must be done through a worksheet on the Department of Commerce website and emailed to the department when completed. Instructions are available on the Department of Commerce website. | Minn. Stat. § 216B.241, subd. 1b(g). Minnesota Department of Commerce CIP program. |
| JUNE 2018 | | |
| June 1 | For cities holding municipal primary on Aug. 14, last day for city clerk to provide written notice to county auditor of that election, stating the date of the election, the offices to be voted on, and title and language of each question to be voted on at the election. Also last day for clerk to advise county auditor of the cancelation of a special election at that election. | Minn. Stat. § 205.16, subd. 4. |
| June 5 | For cities holding a municipal primary on Aug. 14, last day for filing affidavits of candidacy for primary. The clerk's office must be open today for filing between 1:00 and 5:00, at a minimum. | Minn. Stat. § 205.13, subd. 1a. Minn. Stat. § 204B.09, subd. 1 c. |
| June 5 | Last day before primary election for non-metro cities with fewer than 400 registered voters to give notice of decision to hold election by mail. Cities may also establish mail balloting for precincts with less than 100 registered voters for local or state elections. Cities must have previously requested permission and received approval from county auditor to conduct balloting by mail. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000, subp. 3. |
| June 7 | Last day for candidates to file affidavits of withdrawal. All withdrawals must be filed by 5 p.m. After the deadline for filing the affidavit of withdrawal has passed, clerk should order printing of ballots to be available to absentee voters by June 29*. | Minn. Stat. § 205.13, subd. 6. Minn. Stat. § 204B.35. |
| June 15 | Last day before primary election for city with new voting system to inform the public about its use. | Minn. Stat. § 206.58, subd. 1. |
| June 15 | For cities adopting a new electronic voting plan, last day to file the plan with the Secretary of State before the primary election. | Minn. Stat. § 206.82, subd. 2. |
| June 15 | First day for county auditor to conduct training for election judges. Those who have had basic training as a judge in the past 24 months need not repeat basic training. Last training day for general election is Nov. 3. | Minn. Stat. § 204B.25, subd. 1. Minn. R. 8240.1300, subp. 4. |

| DATE | DUTY | LAW |
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| June 15 | For cities holding a municipal primary on Aug. 14, last day to mail absentee ballot applications to city voters on permanent list. | Minn. Stat. § 203B.04, subd. 4. Minn. R. 8210.0200, subp. 4. |
| June 19 | Last day for county treasurer to pay city at least 70 percent of May tax settlement if city has made written request for payment. Payment may be delayed if county was late mailing property tax statements. | Minn. Stat. § 276.11. |
| June 24 | Last day for city to challenge population and household estimates from the state demographer. If the challenge does not result in an acceptable estimate, June 30 is the last day the city has to notify demographer of its intent to have special census done. | Minn. Stat. § 4A.02 (c). |
| June 29 | Absentee ballots that are ready for use should be prepared and delivered to clerk or other election official by this date. | Minn. Stat. § 204B.35, subd. 4. |
| June 29 | For cities conducting an Aug. 14 primary by mail, first day to begin mailing ballots to registered voters. | Minn. Stat. § 204B.45, subd. 2. Minn. R. 8210.3000, subp. 4. |
| June 29 | Deadline for filing port authority financial statement with state auditor. | Minn. Stat. § 469.056, subd. 5. |
| June 29 | Deadline for filing economic development authority financial statement with state auditor. | Minn. Stat. § 469.100, subd. 5. |
| June 29 | Last day for cities to file annual report with the state building codes and standards division on construction and development-related fees collected by cities. If a city's cumulative fees did not exceed \$5,000 in the reporting year, the city is exempt from the reporting requirement. | Minn. Stat. § 326B.145. |
| June 29 | Tax capacity of tax increment district for which certification is requested by this date is based on prior year's assessment. If requested after June 30, original tax capacity is based on current year's assessment. Tax increment assessment agreements must be executed prior to July 1 of the assessment year to be effective for that year. Last day to ask county auditor for certification of new tax increment financing district or to request modification to an existing district for current levy year. | Minn. Stat. § 469.174, subd. 7. Minn. Stat. § 469.177, subds. 6, 8. |
| June 29 | Last day for clerks in cities over 2,500 population to submit audited financial statement to state auditor. Clerk must also publish (or post three copies, if no qualified newspaper in city) within 30 days after June 29. | Minn. Stat. § 471.697, subd. 1(c). |

| DATE | DUTY | LAW |
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| June 29 | Cities operating municipal liquor stores with total annual sales over \$350,000 must submit audited financial statements to state auditor by this date. | Minn. Stat. § 471.6985, subd. 2. |
| June 29 | Last day for volunteer fire relief associations paying lump sum pension benefits to certify the financial requirements of the special fund of the relief association and the minimum obligation of the city to the city council. | Minn. Stat. § 424A.092, subd. 4. |
| June 29 | Last day for volunteer fire relief associations with assets or liabilities of at least \$500,000 in the prior year or any previous year to submit a prepared financial report covering the special and general funds of the relief association for the preceding fiscal year, file the financial report, along with financial statements to state auditor. State auditor may extend deadline up to Nov. 7 upon demonstration of hardship or inability to conform by a relief association. If report is not received by Nov. 7, current state aid will be forfeited. Until state auditor receives the required information, the relief associations will be ineligible to receive any future aid. | Minn. Stat. § 69.051, subds. 1(3), 1b. Office of the State Auditor Pension Reporting Forms. |
| June 29 | Last day to make available the consumer confidence report on water by electronic means or otherwise, depending upon the size of population served. | 40 C.F.R. § 141.152. Minn. R. 4720.0350. Minn. Stat. § 144.383. MN Dept. of Health. EPA website. |
| JULY 2018 | | |
| | NOTE: Please refer to July 2017 section of this calendar to plan ahead for deadlines in July 2018. | |