

MINUTES OF VILLAGE COUNCIL MEETING  
PLYMOUTH, MINNESOTA  
April 29, 1968

A special meeting of the Village Council was called to order by Mayor A. Hilde, Jr. at 7:30 p.m.

The invocation was given by Reverend Jerry Willcox of St. Edward's Episcopal Church.

Present: Mayor Hilde, Councilmen O'Fallon, Humphrey, Hagen and Hunt,  
The Village Administrator and Attorney.

Absent: The Village Engineer.

Mayor Hilde opened the meeting with the following remarks in regard to the establishment of a human rights commission:

"The entire history of mankind is embedded with prejudice and discrimination among and between races and religions. There is now a strong desire on the part of many to change this awful fact.

HUMAN RIGHTS COMMISSION

I believe this desire is backed by sensible and rational reasons which leave many of us with the opinion that equal rights for all is the only way to begin to solve the many difficult racial problems that exist in our country today.

My own concern is that our citizens and government officials will not regard their various civil rights ordinances as the answer to our human relations problem. This problem can only be attacked through the hearts and minds of our citizenry. It is a matter of good will and human kindness and the ordinance which we consider tonight is but a step, all be it an important step, towards racial and religious tranquility. Subsequent steps will depend upon the success of our commission in fulfilling its obligations, citizens who are willing to be open minded - even when their own pocketbook is threatened, and businesses which will be willing to stick their necks out and absorb the additional costs and risks of hiring and training people who for generations have not developed dependability and other needed work habits.

Every citizen can and should play a role in this most exciting of human challenges.

I would like to give credits to a number of persons who have made constructive contributions to the formation of the Human Rights Commission and these are people whom I have had correspondence and conversations with: Mrs. J. B. Clifford, Mrs. Frank Knourek, Mr. Bruce Halgren, Mrs. Tony Norris, Mr. John K. Munson, Mrs. Gil Totten, Mr. Almquist and Mr. John Spaeth."

Mayor Hilde then requested the Administrator to read the proposed ordinance relating to the establishment of a Human Rights Commission in the Village of Plymouth. It was stated that the purpose of this Commission is to secure for all citizens equal opportunity in employment, housing, public accommodations, public services and education. The Commission shall consist of 15 members to be appointed by the Mayor by and with the advice and consent of the Council.

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Mayor Hilde opened the meeting to questions and comments from the floor in regard to the proposed ordinance and the following appeared:

Mrs. H. Anderson, 16405 - 9th Avenue North - submitted a list of citizens who would be interested in working on the Commission.

Mrs. Sally Merchant, 515 Wedgewood Lane - Wanted to know if there is actually a civil rights problem in Plymouth or is this being done purely because of the recommendations from the State Department of Human Rights and what exactly constitutes human rights.

Mrs. Richard W. Clark, 16535 - 9th Avenue North - Stated she had contacted many people in regard to the establishment of a Human Rights Commission and found that all of them showed a great interest in it.

Lester J. Biernat, 435 Black Oaks Lane - Stated he was very interested in a Human Rights Commission and because we do have many businesses in Plymouth, eventually we are going to have to face the same problems that the inner city faces.

C. William Crain, 18610 - 26th Avenue North - Stated he applauded the Council's action but he wished it could have been taken sooner.

John M. Spaeth, 15-B Balsam Lane - Stated he feels the Council has educated itself well on this subject, however, he feels the Commission is possibly too large in number. He suggested that possibly it should start with five or six members.

Bill Clifford, 127100 - 11th Avenue North - Stated he felt the Council will pass the ordinance but he would like to caution the Council to: 1) Make it non-political; 2) A Commission of 15 is quite large; 3) the Commission should emphasize the "One to One Program"; 4) remove the "color label" from Human Rights.

Betty Howard of the State Department of Human Rights appeared and stated that anyone wishing to donate time and effort in the area of human rights, could do so by calling Mrs. Crane, at 473-5140, who is working with the Task Force at Grant School or report to St. Luke's church for volunteer work at the interracial nursery.

Councilman Humphrey suggested that in regard to the size of the Commission, it could consist of 15 members with three members on each of the five subcommittees. The Chairman of each of these five subcommittees could compose the board of directors.

MOTION by Councilman Humphrey, second by Councilman Hunt, to adopt ORDINANCE NO. 68-6, AN ORDINANCE AMENDING CHAPTER II OF THE VILLAGE CODE RELATING TO THE ESTABLISHMENT OF A HUMAN RIGHTS COMMISSION. Motion passed by a five aye vote.

ORDINANCE 68-6  
ESTABLISHING  
HUMAN RIGHTS  
COMMISSION

Mayor Hilde stated that the first thing is to form the Commission and stated several names have been submitted already and application blanks were offered to anyone who might be interested and requested that anyone not having filled out an application do so and submit them before May 4th.

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The applications will be available for all the council to view during the week of May 6th, and the Mayor will have his recommendations ready to present at the May 13th regular meeting.

Mayor Hilde made the following remarks in regard to the establishment of the Commission: "That in determining such appointments, the Mayor and Council give due consideration to the interest and commitment of such individuals to civil and human rights principles; to their knowledge in the fields of employment, housing, public accommodations, public services and education; to their ability to serve in a genuine leadership role in the community by virtue of their positions of responsibility in business and political affairs; to adequate representation of racial, religious and ethnic minorities; and to recommendations obtained from various sources including any local Human Rights Committee.

The Mayor will send a letter informing all commission members of their appointments. This letter will also indicate the date and place at which the first Commission meeting shall be held and at which the first Commission meeting shall be held and at which time the Commission will organize itself and elect officers. The Mayor will attend this initial meeting and advise the new Commission members of the various steps in organizing themselves.

The foregoing steps will assure us that the Commission will get a fast start in a thoroughly organized manner. It is my great desire to see our Human Rights Commission fulfill both the letter and the spirit of the Minnesota State Act against Discrimination."

Mayor Hilde made the following announcement:

"Claude D. Lien, Chief of Police of Plymouth Village has resigned his position this date, April 29, 1968, which resignation is effective July 15, 1968. Consequently, charges which had been pending against him by the Village have been withdrawn and Chief Lien has been placed on a leave of absence with pay until the effective date of his resignation. Mayor Al Hilde, Jr. and the members of the Village Council expressed satisfaction with the settlement of the matter, stating that the agreement would do much to prevent further adverse publicity to all concerned as well as to avoid considerable Village expense in prosecuting the previously pending charges. Mayor Hilde further stated that the agreement to pay Chief Lien's salary through July 15, 1968, was in the nature of severance pay in consideration of the Chief's long period of service to the Village. Furthermore, such payments will permit Chief Lien to participate in the retirement benefits of the Public Employment Retirement Act which otherwise might not have been available to him."

RE: RESIGNATION OF CLAUDE LIEN POLICE CHIEF

Mayor Hilde stated that at the special meeting held on April 25th, it was decided that a Councilman should be appointed to each of the following areas: Administration, Finance, Fire, Parks, Police, Planning, and Public Works. The Council representative shall be called Council Coordinating Representative (CCR). The Council Coordinating Representative shall make a point of communicating directly with the Administrator on matters related to his, the Council Coordinating Representative's area of responsibility. Likewise, the department heads shall communicate directly with the Administrator.

The Council Coordinating Representative shall endeavor to establish a relationship of leadership with his department. At the same time, the Council Coordinating Representative shall moderate this relationship so as not to become overly involved which might cause the department head to lose initiative.

The Council Coordinating Representative's goal is to help the department to become internally strong and efficient, and to provide a liason between the Council and the Administrator on matters concerning the particular department. Mayor Hilde made the following appointments as Council Coordinating Representatives:

RE: APPOINTMENTS OF COUNCIL COORDINATING REPRESENTATIVES

1. Administration - Councilman Humphrey.
2. Finance - Councilman Hagen.
3. Fire - Councilman O'Fallon.
4. Park - Councilman Hagen.
5. Police - Mayor Hilde.
6. Public Works - Councilman Hunt.
7. Planning Commission - Councilman Hunt.

Mayor Hilde suggested that a program be established whereby once a month, possibly the evening of the third monthly meeting, there could be held a 45 minute period proceeding the meeting at which time a meeting could be held between the Council, public and press. At this time citizens could express their views on various subjects and the CCR's could be available to answer questions in their particular area. Councilman Humphrey stated he felt this would be a good idea depending upon the length of the agendas and the subject matters discussed. Councilman O'Fallon stated he felt this could be tried to see how much interest would be shown on the part of the citizens. The Administrator was directed to prepare an annual calendar showing important monthly, quarterly and weekly events that lie ahead.

Councilman Hagen reported that Mr. Bob Anderson of Anderson Brothers Insurance had reviewed the Village insurance coverage and had prepared a proposal in which the costs for our workman's compensation, liability, automobile liability, all risk insurance and burglary insurance could be offered to the Village at reduced costs by his agency. The Council discussed the proposal and the additional insurance of \$20,000 for valuable papers and a continuous public employees blanket bond. The total amount of premium for this coverage would be \$7,646.00.

The Administrator recommended that bids be taken for this insurance coverage. Councilman Hagen asked the Attorney if this was a legal requirement and the Attorney stated that it was not. Discussion followed in which the Council agreed that because of the heavy workload in the village and because the proposed insurance program has a lesser premium than the present program, that bids not be taken at this time, however, they further agreed that at the next premium due date, formal bids would be taken.

MOTION by Councilman Hagen, second by Councilman Humphrey, to adopt RESOLUTION NO. 68-87, A RESOLUTION AWARDDING INSURANCE COVERAGE FOR THE VILLAGE OF PLYMOUTH TO THE GREAT AMERICAN INSURANCE COMPANY, Independent agent, Anderson Brother's Agency, Inc., and cancelling coverage with Employer's Insurance of Wausau as of this date. Motion passed by a five eye vote.

RESOLUTION 88 AWARDDING INSURANCE COVERAGE TO GREAT AMERICAN INSURANCE COMPANY

MOTION by Councilman Humphrey, second by Councilman Hagen, to adopt RESOLUTION NO. 68-88, A RESOLUTION APPOINTING SHARON M. GARDINIER TO THE POSITION OF DEPUTY CLERK at a salary of \$473.00 per month effective May 1, 1968. Motion passed by a five eye vote. Councilman Humphrey suggested and the Council agreed to instruct the Administrator to proceed with the hiring of a secretary for the Village Council and to report back to the Council regarding the necessary additional costs.

RESOLUTION 68 APPOINTING SHARON M. GARDINIER DEPUTY CLERK

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MOTION by Councilman Hagen, second by Councilman Humphrey, to authorize RE: SALE OF the Mayor and Clerk-Administrator to execute an agreement with Phillips VILLAGE HALL and Associates to sell the present Village Hall site for an asking price PROPERTY of \$275,000. Motion passed by a four aye vote. Councilman Hunt voted nay.

MOTION by Councilman Hunt, second by Councilman O'Fallon to adjourn the meeting at 12:48 a.m.

Al Hilde, Jr., Mayor

Attest

Sharon M. Gardinier, Secretary

PART I

CALENDAR OF IMPORTANT DATES

July 1968-June 1969

<u>DATE</u>	<u>DUTY</u>	<u>LAW</u> (M.S.A.)
<u>JULY, 1968</u> July 1 to Aug. 1	Notice of officers to be elected in state election delivered to clerk by county auditor.	203.04
1	Last day for assessors to return books to county auditor, subject to delay if Board of Review meets later.	274.04
4	Independence Day, legal holiday	645.44
15	Last day to post notice of election precinct changes before the state primary election (Sept. 10).	203.06
15	Last day to hold meetings of Board of Review. (Actual date fixed by county assessor.)	274.01
27	First day to apply for absent and disabled voters' ballots for state primary election.	207.03
<u>AUGUST, 1968</u>		
7	Last day before state general and optional village election (Nov. 5) for council resolution changing election precinct boundaries.	203.06
10	First day for issuance of certificates of eligibility by commissioner of registration or by the clerk where there is no registration to voters moving within 30 days of election.	204.075
10	Last day before state primary election for council resolution fixing opening hours of polls in municipalities of less than 1,000 population if desired.	204.61
10	Last day before state primary election for council resolution designating single voting place in municipalities located in two counties.	203.06

AUGUST, 1968 (Continued)

10		Last day to receive lists from county auditor of suggested political party nominees for election judges. <sup>1</sup>	203.21
15		Last day for state auditor to distribute semi-annual apportionment of cigarette and liquor tax.	297.13 and 340.60
16		Last day for council resolution appointing election judges for state primary election, except in villages having only one precinct and not included in any town, where the council members may be judges.	203.21
16		First evening during which office of commissioner of registration must remain open until 9:00 p.m. for voters to register for the state primary in municipalities with permanent registration systems. (Office must remain open until this hour on August 19 and 20 also. The commissioner may keep the office open until this hour on other nights.)	201.05
20		Last day to register for state primary in municipalities with permanent registration systems.	201.16
	Before posting notice of election.	Council ordinance or resolution designating polling places for state primary election.	203.08
26		Last day to post notice of state primary election.	203.05
	At last regular meeting before September 1.	V Last day for council to exercise its option to hold village elections on first Tuesday after first Monday in November. (Herein referred to as the "optional village election.")	205.07
	Before September 1.	Mayor, clerk, and judge or clerk of municipal court choose annual panel of jurors.	48 <sup>1</sup> 15

SEPTEMBER, 1968

1		Last day to file objections to cost of public examiner audit.	215.23
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<sup>1</sup>Applies only to municipalities in which 1,000 or more votes were cast in the last state general election.

SEPTEMBER, 1968 (Continued)

1		Last day to file fire department relief association report with clerk and send duplicate to insurance commissioner.*	69.05
1		Last day to submit report of money needs to State Highway Commissioner under Municipal State Aid Program. (Municipalities over 5,000 population.)	162.13
	First regular council meeting.	V Village Manager's budget estimate submitted to council in Plan B villages.	412.701
		V Submit, consider and adopt budget in Plan B villages (meeting may be adjourned to later days if necessary.)	412.711
2		Labor Day, legal holiday.	645.44
3		Last day for municipal clerk to secure or receive state primary election supplies from county auditor and to attend auditor's instruction meeting.	203.17
4		V Last day before annual village election for council resolution changing election precinct boundaries.*	203.06
6		Last day to post notice of election precinct changes before the state general election and optional village election.	203.06
6		V Last day to adopt ordinances combining offices of clerk and treasurer, abolishing the office of constable, or abolishing office of justice of peace. (For villages with optional election date.)	412.02
7		Last day before state primary election to send list of polling places to postmaster, if more than two precincts in municipality.	207.12
	Before 9 p.m. of 9th	Judges procure state primary election supplies from clerk.	203.18
	10	State Primary Election Day.	202.02

<sup>2</sup>While the law specifies this date, the State Insurance Department advises that in practice, they require it to be filed in February.

\*Applies only to villages holding their annual elections in December.

SEPTEMBER, 1968 (Continued)

10		Last day to publish notice of the first and last days for filing affidavits of candidacy for optional village election.	205.05
11		One set of tally books, summary statement and returns delivered to county auditor and one set to municipal clerk. As soon as possible after completion of the count, ballots delivered to county auditor.	204.26 and 204.27
14		Last day to post notice of the first and last days for filing affidavits of candidacy for optional village election.	205.05
21		First day for application to clerk or auditor for absent or disabled voters' ballots for optional village and state general election	207.03 and 207.15
24	V	First day for filing affidavits of candidacy for optional village election.	205.05
30		Last day for filing fire equipment certificate and a report of the audit of the condition of the Firemen's Relief Association Fund with insurance commissioner.	69.01
30		Last day for PERA tax levy certification form county auditor.	353.28

OCTOBER, 1968

1	V	Last day for adoption of budget and passage of tax levy ordinance in Plan B villages (at an adjourned first meeting or otherwise.)	412.711
4	V	Last day to post notice of election precinct changes before the annual village election.*	203.06
4	V	Last day to adopt ordinances abolishing the office of village constable, combining the offices of clerk and treasurer, or abolishing office of justice of peace.*	412.02

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\*Applies to villages holding their annual elections in December.

OCTOBER, 1964 (Continued)

5		Last day before state general election for fixing opening hour (not later than 9 a.m.) of polls in municipalities of less than 1,000 population, if desired.	204.03
5		Last day before state general election and optional village election for council resolution designating single voting place in municipalities located in two counties, if a satisfactory resolution is not already in force.	203.06
5		First day for issuance of certificates of eligibility by commissioner of registration to voters moving within 30 days of state general and optional village election.	204.075
8	V	Last day to file affidavits of candidacy for optional village election.	205.05
8		Last day to publish notice of the first and last days for filing affidavits of candidacy for annual village election.*	205.05
10✓		Last day to levy and make certification to county auditor of general taxes and special assessments.	275.07
10		Last day to certify special assessments for garbage removal, snow removal, and other current services charges.	443.015 and 429.061
11✓		First evening during which office of commissioner of registration must be kept open until 9 p.m. for the state general and optional village election in municipalities with permanent registration systems. (Office must remain open until this hour on October 14 and 15 also. The commissioner may keep the office open until this hour on other nights.)	205.05
11✓		Last day for council resolution appointing election judges for state general election and optional village election, except in villages having only one precinct and not included in any town, where the council members may be judges.	203.21
11		Last day to post notice of the first and last days for filing affidavits of candidacy for annual village election.*	205.05
12		Columbus Day, legal holiday.	645.44

\* Applies only to villages holding annual elections in December.

OCTOBER, 1968 (Continued)

15 ✓		Last day to register for state general and optional village election in municipalities with permanent registration systems.	201.16
19	V	First day for application to clerk for absent or disabled voters' ballots for annual village election.*	207.03
21 ✓		Last day to post notice of state general election.	203.05
21	V	Last day before optional village election for filing a petition for liquor local option election.	340.20
21	V	Last day to print ballots for optional village election.	207.04
Before Nov. 5	V	Print tally books for optional village election.	205.05
22	V	Last day for clerk to publish notice of optional village election, if desired.	205.07
22	V	First day to file affidavit of candidacy for annual village election.*	205.05
26	V	Last day to post notice of optional village election.	205.07
29		Last day for municipal clerk to secure or receive state general election supplies from county auditor.	203.17
31		Earliest time at which third tax settlement may be received by the municipality from county treasurer.	276.11

NOVEMBER, 1968

1		Last day before optional village election for sample ballot to be posted at polling place and in clerk's office.	205.05
2		Last day before state general election and optional village election to send list of polling places to postmaster, if more than two precincts in municipality.	207.12
2		Last day for issuance of certificates of eligibility by commissioner of registration to voters moving within 30 days of state general or optional village election.	204.075

\*Applies only to villages holding annual elections in December.

NOVEMBER, 1968 (Continued)

2	V	Last day before annual village election for council resolution designating single voting place in villages located in two counties, if a satisfactory resolution is not already in force.	203.06
2	V	First day for issuance of certificates of eligibility to voters moving within 30 days of annual village election.	204.075
Before 9 p.m. of			
4		Deliver state general election supplies to election judges.	203.18
4		Last day before state general and optional village election for applications for absent voters' ballots.	207.03
4		Duplicate registration files delivered to each precinct in municipalities with permanent registration systems.	201.16
Before Nov. 5			
		Petition for appointment of challengers of propositions in optional village election may be submitted to mayor.	204.16
		Post voting instructions for state general election at polling places.	203.17
5/		State General Election Day	Art. 7; Sec. 9 Minn. Const.
5	V	Optional village election day.	205.07
5		Written confirmation of challengers appointed by political parties in the case of partisan candidates and by each candidate in the case of non-partisan candidates must be submitted to the election judges.	204.16
<u>5</u>		Last day to file affidavits of candidacy for annual village election*	205.05
6		One set of tally books, summary statements, and returns delivered to county auditor, and one set to village clerk. As soon as possible after completion of the count, ballots delivered to county auditor.	204.26
7/	V	Last day for council to meet as a canvassing board for optional village election.	205.06

\*This and all following election items refer to December election date.

NOVEMBER, 1968 (Continued)

After declaration of winners by canvassing board.	V	Clerk gives written notice to winning candidates in optional village election, and certifies returns to county auditor.	205.06
Within 10 days after optional village election, or before first business day in January.	V	Winners in optional village election qualify by filing bond and oath.	(explained in League memo, 65.2)
7*	V	First evening during which office of commissioner of registration must be kept open until 9 p.m. for the annual village election in villages with permanent registration systems. (Office must remain open until this hour on Nov. 8 and 12 also. The commissioner may keep the office open until this hour on other nights.)	201.05
8	V	Last day for council resolution appointing election judges for annual village election, except in villages having only one precinct and not included in any town, where the council members may be judges.*	203.21
11		Veterans' Day, legal holiday.	645.44
12	V	Last day to register for annual village election in village with permanent registration systems.	201.16
15		Last day for clerk to certify the results of any liquor local option election to secretary of state.	340.323
18	V	Last day to print ballots for village election.	207.04
	V	Last day before annual village election for filing a petition for liquor local option election.	340.20
Before publishing notice of village election.	V	Council resolution designating polling places and hours for voting at annual village election if satisfactory resolution is not in force and election notice is to be published. If notice is not to be published, this should be done before November 23 (date of posting).	205.03

\*Refers to December election date.

NOVEMBER, 1968 (Continued)

Before publishing notice of village election.	V	Council ordinance or resolution consolidating village election precincts if election notice is to be published. If notice is not to be published, this should be done before November 23 (date of posting).	203.98
19	V	Last day for clerk to publish notice of annual village election, if desired.	205.07
23	V	Last day to post notice of annual village election.	205.07
28		Thanksgiving Day, legal holiday	645.44
29	V	Last day before annual village election for sample ballot to be posted at polling place and in clerk's office.	205.05
30	V	Last day for issuance of certificates of eligibility to voters moving within 30 days of village election.	204.075
30	V	Last day before village election to send list of polling places to postmaster, if more than two precincts in village.	207.12

DECEMBER, 1968

2	V	Last day for applications for absent voters' ballots for annual village election.	207.03
2	V	Duplicate registration files delivered to each district in village with permanent registration systems.	201.16
Before Dec. 3	V	Print tally books for annual village election.	205.05
	V	Petition for appointment of challengers of propositions in village election may be submitted to mayor.	204.16
3	V	Village Election Day	205.07
3	V	Written confirmation of challengers appointed by nonpartisan candidates must be submitted to election judges.	204.16
7	V	Last day for council to meet as canvassing board after village election.	205.06

DECEMBER, 1968 (Continued)

After declaration of winners by canvassing board.	V	Clerk gives written notice to winning candidates in village election and certifies returns to county auditor.	205.06
Within 10 days after election, or before first business day in January.	V	Winners in annual village election qualify by filing bond and oath.	(explained in League memo, 65.2)
13	V	Last day for clerk to certify the results of liquor local option election to secretary of state.	340.323
Before Dec. 19		County auditor delivers real property tax books to assessor.	273.03
20		Last day for assessor to file his bond and oath (failure to file deemed a refusal to serve).	273.05
25		Christmas Day, legal holiday.	645.44
Close of calendar year.		Commissioner of registration checks permanent registration lists in municipalities with permanent registration systems.	201 7

JANUARY, 1969

1		New Year's Day, legal holiday	645.44
1	V	Beginning of village fiscal year.	
First business day.	V	End of term of old council members and other village officers and beginning of new.	412.02
First business day	V	Mayor appoints library board members with council approval.	134.05
Immediately after close of calendar year.	V	Treasurer's annual statement filed with clerk.	412.141
As soon as practicable after January 1.		Clerk certifies to council the amount of tax collections and other income, excluding gifts, which has been credited to each fund in each of the three previous years, and the yearly average thereof. (This applies only to municipalities of the Iron Range.)	471.69
First village council meeting.	V	Designate official newspaper.	412.831

JANUARY, 1969 (Continued)

First village council meeting.	V	Designate official depositories.	427.01 and 427.09
	V	Appoint acting mayor.	412.121
	V	If village changed from standard plan to Plan A or B at an election in 1967 or 1968, make necessary appointments to fill vacancies, in office of treasurer, clerk, assessor or fourth trustee as the case may be.	

FEBRUARY, 1969

1		Last day for clerk to file report of outstanding bonds and warrants with county auditor.	471.70
12		Lincoln's Birthday, legal holiday.	645.44
15		Last day for state auditor to distribute semi-annual cigarette and liquor tax apportionment.	297.13 and 340.60
15	V	Last day for clerk to file village financial statement in his office for public inspection and to present it to the council. A copy should be filed promptly with the public examiner.	412.281
22		Washington's Birthday, legal holiday.	645.44
28		Earliest time at which first tax settlement may be received by the municipality from the county treasurer.	276.10 and 276.11
28	V	Last day for publication of annual financial statement in villages.	412.281

APRIL, 1969

1		Last day for village to pay previous year's tax anticipation certificates.	412.261
4		Good Friday, legal holiday.	645.44
17		Last day for county auditor to deliver personal property tax books to assessor.	273.03

MAY, 1969

1	Last day for county assessor to notify clerk of date of meeting of Board of Review.	274.01
30	Memorial Day, legal holiday.	645.44
31	Earliest time at which second tax settlement may be received by the municipality from county treasurer.	276.10 and 276.11

JUNE, 1969

1	Earliest date board of review meetings may be called by county assessor. Posted and published notice of the meeting must be given by the clerk at least 10 days in advance.	274.01
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PART II

VILLAGE PRIMARY ELECTION

Any village may hold a primary election. Since the date of the election is, within certain limits, at the discretion of the council, it was thought best to annex the relevant dates to the calendar in a separate section. Insofar as they are consistent, the other provisions of the election laws are to be applied to village primaries.

<u>DATE</u>	<u>DUTY</u>	<u>LAW</u> <u>(M.S.A.)</u>
Not more than 6 weeks nor less than 4 weeks before village primary election.	First and last days for affidavits of candidacy to be filed.	205.05
10 days before village primary election.	Last day for posted or published notice of election, including time, place, and hours during which polls are to be open.	205.09
One week before village primary election	Last day for sample ballot to be posted in clerk's office, and pub- lished in official newspaper of the village or county.	205.09
Village primary elections may be held on any one of the following dates:	Primary Election Day.	205.09
1. Not less than 10 nor more than 14 days before annual village election, either regular or optional.		
2. If village has Nov- ember election date, the primary may be held on the day of the state primary election in even- numbered years (September 10, 1968).		
3. If village has Dec- ember election date, the primary may be held on the first Tuesday after the first Monday in November (November 5, 1968).		

PART III

CITY ELECTION CALENDAR

Since election dates in cities vary according to local charters, it is not possible to list exact dates for election duties in cities. In addition, the conduct of city elections is in many cities governed almost entirely by city charter. Where, however, the charter is silent on the conduct of elections the state law controls. M.S.A. 205.12.

Any city, regardless of its charter provisions, may provide for holding its city election on the 1st Tuesday after the first Monday in November in odd-numbered years (uniform municipal election day) by ordinance which takes effect 90 days after passage if no petition for a vote is received. M.S.A. 205.20.

The following list of items is for the guidance of city clerks in cities having no charter provisions on municipal elections or where some aspects of the municipal election are not covered by charter.

<u>DATE</u>	<u>DUTY</u>	<u>LAW (M.S.A.)</u>
Six weeks before regular municipal election.	Last day for ordinance or resolution setting up primary election, if satisfactory ordinance or resolution not in force. (Inapplicable to first class cities.)	205.11
Not more than 6 nor less than 4 weeks before primary election.	First and last days for filing affidavits of candidacy for city primary election.	205.11
Not more than 6 nor less than 4 weeks before regular city election.	First and last days for filing affidavits of candidacy for regular city election, if city has no primary election.	205.13
Prior to giving notice of election.	Resolution designating hours during which polls are to remain open, provided a satisfactory resolution not in force.	205.03
Two weeks before regular city election.	Last day to publish notice of regular city election.	205.16
Ten days before regular city election.	Last day to post notice of regular city election, if desired.	205.16
One week before regular city election.	Last day to publish and post sample ballot.	205.16
As specified in charter	City Election Day.	205.16