



State Auditor
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OFFICE OF THE STATE AUDITOR

E-Update

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1. Deadline: Forfeiture Reporting
2. Reminder: Open Meeting Law Requirements for Fire Relief Associations
3. Avoiding Pitfalls: First Meeting of the Year

1. Deadline: Forfeiture Reporting

January 20th is the deadline for law enforcement agencies to report final disposition of property seized subject to forfeiture for the month of December. To report final disposition of forfeitures, please go to:

<https://www.auditor.state.mn.us/safes/>.

2. Reminder: Open Meeting Law Requirements for Fire Relief Associations

Many relief associations will be holding board meetings soon. Please remember that relief associations are subject to Open Meeting Law requirements. Relief association board meetings must be open to the public unless some portion of the meeting is closed for a purpose expressly authorized under Minnesota law.

The Open Meeting Law also contains notice requirements and requirements for making materials which are provided to the board members available in the meeting room for public inspection. Relief associations must record the votes on actions taken during the meetings and must make the meeting minutes available to the public during normal business hours.

The Data Practices Office of the Department of Administration has the authority to review Open Meeting Law questions and issue advisory opinions about these issues. Information regarding Open Meeting Law requirements is available on the Data Practices Office's website at <https://mn.gov/admin/data-practices/>.

Municipal trustees have all the same rights and duties as any other trustee on a relief association's board except the right to be an officer of the board. Municipal trustees therefore have the right to vote and should be provided with meeting materials and notice of board.

3. Avoiding Pitfalls: First Meeting of the Year

Local government entities have specific responsibilities at the beginning of a new year.

At the first meeting of the year, city councils and county boards must designate the entity's official newspaper. City councils must also elect an acting mayor to assume the mayor's duties in the mayor's absence or if the mayor becomes disabled. County boards must elect a chair and a vice-chair, unless the county has adopted either the at-large chair or the elected executive plan. The first meeting of the year is also a good time to:

- Designate or re-designate official depositories for the entity's funds;
 - Make appointments to boards, commissions and committees;
 - Approve bonds for officers and employees who need to be bonded;
 - Review any expense reimbursement limits and mileage rates;
 - Obtain the annual broker certification forms, if required; and
 - Review fee schedules.
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If you are interested in signing up to receive an e-mail version of the E-Update regularly, send an e-mail with your contact information to Jim.Levi@osa.state.mn.us

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