



**TO:** Candidates filing for City offices in the 2024 Election  
**FROM:** Alissa Wentzlaff, City Clerk  
**DATE:** May 15, 2024  
**RE:** Campaign Information and Required Finance Reports

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In this packet, you will find forms and informational sheets to assist you with your campaign as you run for City office and others that must be filed with the City Clerk's Office to meet the requirements of the law. Please read through this information thoroughly and feel free to contact me should you have any questions. My contact information is on the 2<sup>nd</sup> page.

**Documents included in this packet:**

- 1) **Affidavit of Candidacy:** Your name will be placed on the official ballot *in the exact manner as printed on the Affidavit of Candidacy form*. You have until 5:00 P.M. June 6, 2024 to file an Affidavit of Withdrawal. (MN Election Laws 205A.06 sub.5)
- 2) **Voluntary Disclosure Form:** This form is not required when filing and is optional. All information in your file is public and may be released to the press.
- 3) **Address:** The checkbox labeled "My residence address is to be classified as private data" is **ONLY** for individuals who have an order of protection from a court. It is not an opt-in for those who prefer not to disclose. Disclosure of residential address is **REQUIRED** for all candidates except County Sheriff, County Attorney, Judicial candidates, and those who have the aforementioned court order for protection.
- 4) **Phone Number:** Only judicial, county attorney and county sheriff candidates are exempt from the candidate phone number requirement. These candidates do not need to submit any additional paperwork. *All other candidates **must** provide a phone number.*
- 5) **Campaign Financial Reports & Due Dates:** This section includes information regarding definitions and filing requirements. **An initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year.** (MN Statutes, Chapters 211A and 211B)

**Once you have either received contributions or made disbursements of more than \$750 in a calendar year and an initial report has been filed, reports are then required on the following dates until a final report is filed:**

- 1) Due 10 days prior to the August 13, 2024 primary (due even if no primary): **Due Friday, 8/2/2024**

- 2) Due 10 days prior to the November 5, 2024 general election: **Due Friday, 10/25/2024**
- 3) Certification of Filing: *each* candidate and committee treasurer (whether you win or not) must certify within 7 days after the general election that all required reports have been filed or that the candidate and committee have not received contributions nor made expenditures in excess of \$750 in a calendar year. **Report is due by Tuesday, 11/12/2024.** No certificate of election will be issued to a successful candidate who has not filed such a certification. *MN Statutes 211A.05, sub. 1.*
- 4) Due 30 days after the general election: **Due Thursday, 12/5/2024.**
- 5) Due January 31, 2025 and each January 31 following the year when the initial report was filed, until a final report is filed.

**Final Report:** may only be filed when all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of. (Check “Final Report” under *Type of Report* on the Campaign Financial Report Form.)

**Please note:** I am not qualified to answer questions regarding campaign finance. Please check the Campaign Manual. Additional information is available at the Secretary of State’s Website ([www.sos.state.mn.us](http://www.sos.state.mn.us)):

- Click on “Election Administration”
- Click on “Become a Candidate”.

You can also contact the Secretary of State via email at [secretary.state@state.mn.us](mailto:secretary.state@state.mn.us) or via phone at (877) 600-8683.

**Where to file reports:**

City of Hermantown  
Attn: Alissa Wentzlaff, City Clerk  
5105 Maple Grove Road  
Hermantown, MN 55811

**Petition in Lieu of Election Filing Fee:** This petition may be filed in lieu of the \$10.00 filing fee requirement. (*MN Statutes 205A.06 sub. 4*)

Please feel free to contact me at [awentzlaff@hermantownmn.com](mailto:awentzlaff@hermantownmn.com) or (218) 729-3605 if you have any questions. I am best reached via email. I will assist you the best I can. Best of luck!