

Agenda Email Distribution List Request Form

Individuals may request to receive regular meeting agendas by email. If you would like to be included on the email distribution list to receive meeting agendas for City Council, Economic Development Authority Planning Commission, and/or Parks Commission meetings, complete and return this form to the City of Elko New Market, PO Box 99, Elko New Market, MN 55020.

Check all that apply:

City Council	<input type="checkbox"/>
Economic Development Authority (EDA)	<input type="checkbox"/>
Planning Commission	<input type="checkbox"/>
Parks Commission	<input type="checkbox"/>

The request is effective for the 2016 calendar year. Anyone interested in receiving agendas after 2016, must complete a new Agenda Email Distribution List Request Form and submit it to the City of Elko New Market. It is the responsibility of the requesting individual to obtain, complete and return the new Request Form on an annual basis.

Read the following prior to signing form:

It is the intent of the City of Elko New Market to email a meeting agenda to the requesting individual 3 business days prior to a regularly scheduled meeting and no later than the actual day of the scheduled meeting. It is the requesting individual's responsibility to furnish the City of Elko New Market with a valid and correct email address. If the requesting individual changes or cancels the email address on file at City Hall, it is their responsibility to complete a new Agenda Email Request Form and submit it to the City of Elko New Market. The City of Elko New Market is not responsible for errors in the transmission of the email. If the City experiences multiple transmission errors indicating an invalid or incorrect email address, the City may delete that email address from the Agenda Email Request Form distribution list without notice. It is the responsibility of the requesting individual to notify the City of Elko New Market in the event that the email is not received.

REQUIRED INFORMATION:

Name:		Phone:	
Mailing Address:			
Email Address:			
Signature:			

For Office Use Only:

Agenda Email Request Form received on: _____ By: _____

Supervisor's Approval: _____