



CITIZEN CONCERN FORM

Date: _____

SECTION 1 - CONTACT INFORMATION OF PERSON(S) FILING FORM

*Last Name: _____ *First Name: _____ *MI: _____

*Address: _____

*Phone: _____ Cell Phone: _____

Email Address: _____

SECTION 2 – CONCERN DETAILS SECTION:

Please provide the details regarding your concern in this section.

Date of Concern (if applicable): _____

***Type of Concern:** Please check one of the items below.

- Animals Grass/Weeds Junk Noise Parking Other (describe)

***Address or Location of Concern:** _____

Property Owner Name (if known): _____

Phone Number of Property Owner (if known): _____

***Details of Concern:** (Provide as much detail as possible.)

If you would like the City to keep you updated on the status of this matter, please choose one of the following options:

- Contact me by the phone number provided above.
 Contact me by the email address provided above.

Note: All required fields, noted by an asterisk, must be completed before the City of Elko New Market will investigate any City Code Violation. By signing this form, I agree that I have read the **Data Privacy Advisory (see reverse side)** and all information provided is accurate and complete.

Signature

Date

Mail completed form to: City of Elko New Market, PO Box 99, Elko New Market, MN 55020 – Or form can be placed in City drop boxes located in front of City Hall (601 Main Street) & Elko New Market Public Library (110 J Roberts Way)

DATA PRIVACY ADVISORY

The Minnesota Government Data Practices Act (Minnesota Statutes Section 13.04, Subdivision 2) requires that when you are requested to provide private or confidential data about yourself, you are to be informed of: (i) The purpose and intended use of the requested information; (2) Whether you may refuse or are legally required to supply the information; (3) Any known consequences to you of providing the information or refusing to provide the information; and (4) The identity of other persons or agencies authorized by state or federal law to secure the information.

In accordance with the Minnesota Government Data Practices Act, the City of Elko New Market advises you of the following:

1. The information requested of you is intended to be used for an investigation of a complaint made by you. This investigation concerns possible violations of the City of Elko New Market ordinance, regulations, or policies, as well as possible violations of federal and/or state law.
2. You are not legally required to provide any of the information requested. You may refuse entirely to make a citizen complaint.
3. The information provided by you will be used to investigate the complaint made by you.
4. The information you provide may be accessible to the following persons or entities:
 - a. You and persons who have your express written consent may receive the information.
 - b. City of Elko New Market officials and staff members whose jobs require them to have access to this information to investigate the complaint or to interpret law and department regulations. These City officials include, but are not limited to: City Councilmembers, the City Attorney, City Engineer, City Administrator and their designees.
 - c. Witnesses, including any expert witnesses or consultants, who need to review or evaluate the materials to be able to advise the City of Elko New Market or to testify in any hearing, arbitration, or court proceeding.
 - d. Persons, organizations, and governmental agencies other than the City of Elko New Market may receive the data you supply if they have the statutory or judicial authority to gain access. These include, but are not limited to:
 - (i) Law Enforcement Agencies. The information you provide may be made available to a law enforcement agency or prosecuting authority for the purpose of initiating or furthering a criminal investigation.
 - (ii) Contracting Parties. If a contract between the City of Elko New Market and any person or entity requires access to the information you provide, such information will be available to these parties.
 - (iii) Change in Classification of Data. The information you provide may be made available to other persons or entities of changes in state or federal law subsequently authorize such access or if the Minnesota Department of Administration approves new or different uses for the information you have provided.
 - (iv) Court Order. The information you provide will be made available to any person or entity authorized by an order of a court to have access to such information.