



Valued Board/Commission Member,

City staff have recognized that utilizing a city email account on a limited basis can be cumbersome. The city is currently in the process of migrating to a new email system and is eliminating the requirement that all board/commission members maintain a city email account for agenda delivery and communication in order to improve access and reduce cost.

Moving forward, you can choose to maintain your city email account or use a personal account.

Starting December 5th, 2022, your current city email box will become unavailable as we migrate away from our current email system.

If you choose to use your own email account, please provide the city clerk (Kim Gibeau kgibeau@ci.grand-rapids.mn.us 218-326-7600) with the email address you will start using. You can use your current personal email account; however, I would recommend opening a new dedicated email account for board/commission usage. There are many options for free email accounts available to you online.

For receiving the agenda for the upcoming meeting, you have a few options. Go to the City website at cityofgrandrapidsmn.com and click on "Agendas & Minutes" at the bottom. Here is where you can retrieve the agenda for your meeting. If you would like to receive the agenda in your email automatically, click on "Resources" on the upper right corner of the website and choose "Email Subscriptions". Here is where you can subscribe to receive agendas in your email for whichever meeting body you wish.

☐ I choose to keep my city email account.

☐ I choose to use my own email account

(enter personal email address: _____)

and I, _____, as a member of the

_____ Commission/Board do understand that as a Commission/Board member I will be utilizing my private email address for official City business. I further understand that pursuant to *Minnesota Statutes Chapter 13* (Data Practices), that upon request from City Administration that I must provide emails relative to City business to fulfill all Data Practices requests. Failure to do so could be deemed a Misdemeanor pursuant to Minnesota Law.

Signature _____

Date _____