

# CITY OF MITCHELL

City Council Meeting  
Agenda Item Request



*The deadline for agenda items is Wednesday at noon, prior to the City Council Meeting*

Meeting Date Requested:

5/3/21

Requested By:

Click or tap here to enter text.

Desired Action of City Council:

- Authorization       Approval       Resolution  
 Ordinance       Citizen Request       Discussion

Amount Budgeted in current fiscal year for this item (if applicable):

n/a

Agenda Item:

Update on Subscription Notification of Special Event Applications

Explanation/Background of Agenda Item Requested:

City Staff has updated the City "News Flash" category on the City's website to include notifications for special event permits.

Staff will post a news flash when an application is received and scheduled for a council meeting. We tested the process with two applications that were received for the May 3, 2021 meeting. The News Flash posted to the City's website at [www.cityofmitchell.org](http://www.cityofmitchell.org) and social media pages (example below).

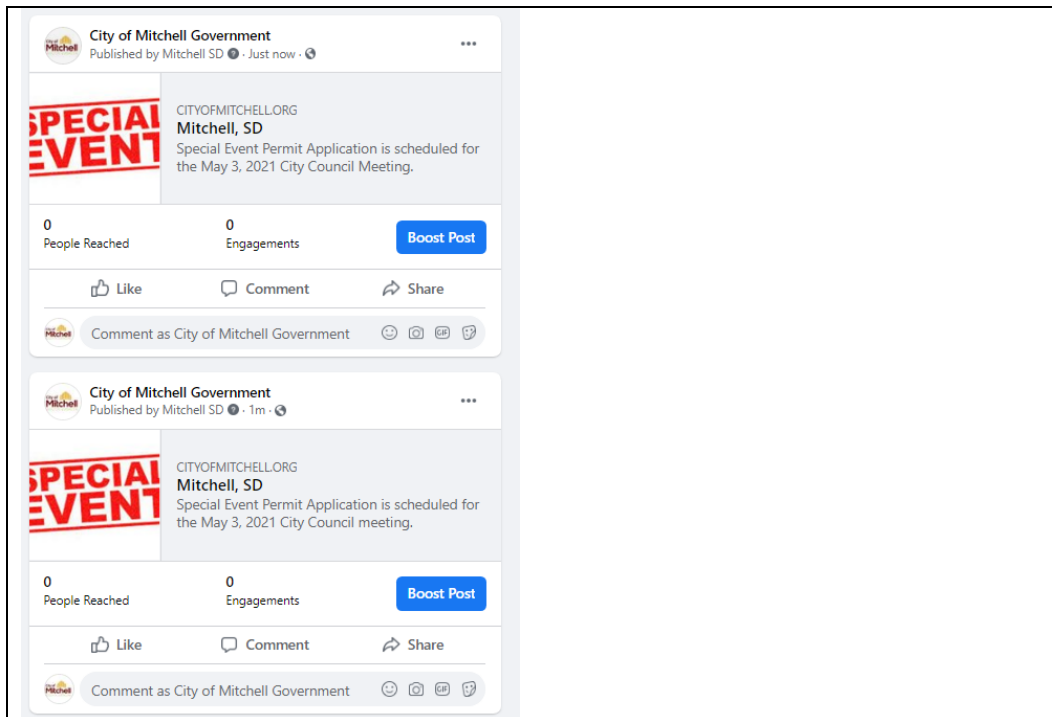


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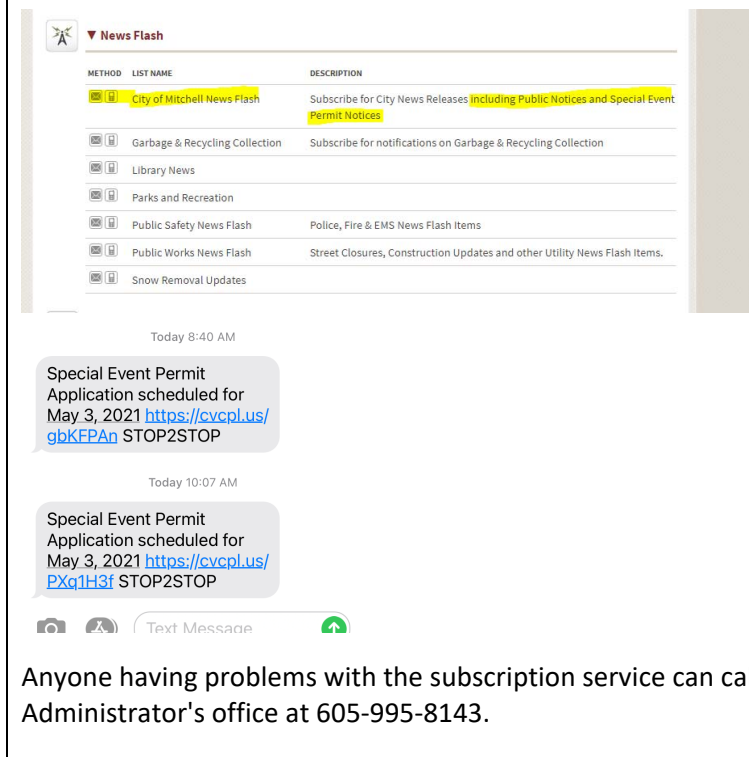
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In addition, interested parties can subscribe to our "notify me" feature and the website will email or text message them when news flash items are posted. That feature can be found at: <https://www.cityofmitchell.org/list.aspx>



Anyone having problems with the subscription service can call the City Administrator's office at 605-995-8143.