

# REQUEST TO BE PLACED ON THE AGENDA FOR CITY COUNCIL MEETING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any items that require copying for the Council members?

\_\_\_\_\_

Date of Council Meeting that you wish to be placed on:

\_\_\_\_\_

All persons listed on an agenda will generally receive ten (10) to fifteen (15) minutes to speak. If there is more than one person that would like to speak, then these time limits would then be set at five (5) minutes each, with a limit of three (3) persons to speak. To be placed on the agenda, we ask that you notify the City Clerk one week prior to the meeting that you are requesting. This allows the agenda to be set up properly. If for some reason a request is not received a week prior, it would be reviewed and placed accordingly at the discretion of the Mayor.