



AGENDA REQUEST FORM

Instructions: If you wish to request official action on an item that is **not already on the meeting agenda**, please complete this form and return it to the office of the City Clerk at City Hall. Your item will be placed on a regular City Council meeting. You will be notified when your item will appear. Thank you.

1. Name (please print): _____

2. Address (please print): _____

3. Telephone: _____

4. Agenda item subject: _____

5. Action requested: _____

6. Reasons for requested action: _____

Regular council meetings are held the third Monday of every month. This form must be received 7 calendar days prior to the meeting in order to be included on the agenda.