



THE FRIENDLY CITY

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Request to be placed on Agenda for Meeting of the Mayor and Board of Aldermen

Name of Person Making Request: _____

Address: _____

Phone: _____ E-mail: _____

Name of Person Addressing Mayor & Board: _____
(if different from above)

Detailed Description of Specific Subject Matter(attach a separate page, if needed): _____

Date of Meeting: _____ # of Participants: _____

(Regular meetings are held on the first and third Tuesday of every month at 5:00 p.m.)

***** PLEASE READ CAREFULLY *****

- * Requests and all accompanying documents MUST be filed with the City Clerk no later than 12:00 p.m. the Friday preceding the meeting date.
- * Forms received that are not clear and concise as to subject matter will not be placed on the agenda.
- * Subject matter shall be limited to 10 minutes or as otherwise specified by the Mayor and Board of Aldermen during the course
- * Items will be placed on the agenda under the appropriate heading as determined by the City Clerk
- * Upon determination by the City Clerk that the agenda is full, additional items will be placed on the next agenda, even if properly submitted prior to the deadline.
- * The Mayor and Board of Aldermen reserve the right to disallow and/or remove any item from the agenda.
- * Agenda items are subject to change without prior notice.

Accompanying Documents Attached: _____ yes _____ no

Date: _____ Signed: _____
(person making request)

For Office Use Only:

Date Received: _____ Time Received: _____

Verify Documents: _____ Submitted _____ None

Received by (signature): _____