

COMMON COUNCIL

AGENDA REQUEST FORM

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the **1st Monday of each month at 6:00 pm** in City Hall Council Chambers located at 35 S. Broadway.

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|----------------------------|----------------------------------|
| Date Submitted: | Meeting Date: |
| Contact Information | |
| Requested By: | On Behalf of: |
| Telephone: | Address: |
| Email Address: | Documentation Attached: Yes / No |
| Describe Request: | |

In order for an individual and/or agency to be considered for new business on the Common Council Agenda, this reservation form and supporting documents must be received in the Clerk's Office no later than **noon on the Wednesday before the meeting.**

Office Use Only Below this line:
Meeting Date: _____ Contacted _____
Action Taken: (a,c,p,t) _____
Ordinance Number _____ Resolution Number _____