

City of Emery, South Dakota

CITY COUNCIL AGENDA REQUEST FORM

BOARD POLICY: Any person, group or organization wishing to personally address the City of Emery, SD City Council and Mayor while in session, shall fill out a written request form and file it with the City of Emery, SD city office 3 business days in advance of the scheduled meeting.

NAME: _____

TELEPHONE: _____ (day) _____ (evening)

NAME OF PERSON(S), GROUP OR ORGANIZATION:

SUBJECT MATTER TO BE DISCUSSED:

HAS THE SUBJECT BEEN DISCUSSED AND/OR REVIEWED BY CITY DEPARTMENTS OR OFFICIALS? [] YES [] NO

IF ANSWER TO ABOVE IS YES, PLEASE LIST THOSE WHO HAVE ALREADY REVIEWED SUBJECT:

SPECIFIC QUESTIONS AND /OR ACTION DESIRED FROM THE EMERY SD CITY COUNCIL:

The person(s), group or organization making the request to be on the agenda will be contacted by the City of Emery, SD Administration Office, informing him/her of the scheduled meeting date and time. Every effort will be made to schedule the request at the earliest possible meeting date.

Date

Signature of person making request

Date

City Administrator

Time Assigned on Agenda: _____