

Request Placement on Agenda  
City of Emily  
Emily, MN 56447

**Deadline: This form and all supporting material MUST be received in the Clerk's office by noon the Thursday before a Regular Council Meeting.**

Name of person making request \_\_\_\_\_

Subject for consideration \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Regular Council Meeting Date \_\_\_\_\_

Or other meeting date \_\_\_\_\_

Will you attend the meeting?      YES    or    NO

If NO, will you have representation & who? \_\_\_\_\_

Are you making a monetary request?      YES    or    NO

If YES, please explain (include all bids with City of Emily on bid) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you have presentation material or other information for distribution?    YES or NO

If yes, the Clerk's office must receive 7 copies for meeting packets.

**I understand that my time is limited to 5 minutes:**

**I further understand that City Council Meetings are public; therefore, all presentation materials distributed are public information:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print name**

\_\_\_\_\_  
**Phone (in case of meeting cancellation)**