

City of Tawas City

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(989) 362-8688 ■ www.tawascity.org



Agenda Request Form

Today's Date: _____ Proposed Agenda Date: _____

Name of Individual(s) Submitting Item: _____

Address: _____

Contact Number: _____ Email Address: _____

Describe the agenda item for consideration in detail. Please provide supporting documentation if available with this form on 8.5x11 paper. (Attach additional pages if necessary.)

Desired Outcome: _____

Have you addressed your issue(s) with city/administrative staff ? Yes No

Signature of person submitting request

Date

This request, including packet items and back up materials, must be submitted to the City Manager no later than noon on the Wednesday prior to the City Council meeting. Council meetings are held on the 1st and 3rd Mondays at 7:00pm. Items submitted after this deadline, may be considered for the following City Council meeting. According to the Tawas City Council Rules of Procedure, agenda items requested by the public shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of the City Council.

Office Use Only

Date Received: _____ Time: _____

Item: Approved Not Approved

City Manager: _____

Instructions for Agenda Request Forms

The City of Tawas City Council meets on the first and third Mondays of each month at 7:00pm in the Council Chamber in City Hall. All meetings are open to the public. The yearly schedule of meetings for the City Council may be found at City Hall or on the City's website at www.tawascity.org.

Members of the public desiring to present matters to the City Council on the agenda must submit a request in writing and supporting documents to the office of the City Manager by noon on the Wednesday prior to the City Council meeting. This can be done in person, regular mail or email. The request forms are located at City Hall and on the City's website at www.tawascity.org on the "Home" page under "Forms".

If the request is received by mail or email, the City Clerk will confirm with the individual that the request was received and notify him or her of the date of the Council meeting for which they will be on the agenda.

The Council meeting agenda is posted on the public bulletin board at City Hall and on the City's website the Friday before each scheduled meeting.

The request should state the name of the individual(s) desiring to be heard and the matter to be presented. Item requests may be referred at the discretion of the Administration to appropriate staff for mediation prior to being placed on the agenda.

If presenting any handouts or documents pertaining to the topic, please plan to provide at least 9 copies with this form. If using other forms of media (PowerPoint Presentation, DVD, CD and or Flash Drive), the final version must be submitted to the City Clerk before the Council meeting. Electronic documents can be emailed to clerk@tawascity.org. (File types allowed: PDF, JPG, DOC, DOCX, and EXCEL).

Matters pertaining to personnel, litigation and violations of laws and ordinances will be excluded from the agenda.

Tawas City Council Rules of Procedure

2 C. Agenda distribution

The agenda with supporting background materials will be delivered electronically or in person to each Council member on the Friday preceding a regular Council meeting.

Agenda items with supporting background materials will be submitted to the office of the City Manager by noon on the Wednesday preceding the scheduled meeting of the City Council. The City Manager will determine the appropriateness of placement of items on the agenda for consideration by the City Council, except that any request by a member of the City Council for Council consideration will be included on the agenda. Requests by the public for placement of items on a council meeting agenda must be submitted in writing to the office of the City Manager.

Any Council meeting agenda items requested by the public shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.