CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL MEETING AGENDA REQUEST FORM

In order to provide adequate time to prepare and assemble agenda information for City Council meetings, this form and any supplemental information to be included in the meeting packet shall be submitted to City Hall by 12:00 p.m. on the third Monday of the month. City Council meetings are typically held at 6:00 p.m. on the first Monday of the month. Please note that many requests may be able to be handled administratively. Therefore, to expedite requests, the city encourages individuals to contact City Hall at 651-275-4404 prior to submitting this form.

Name: _____ Telephone: _____

Address: _____

Email: _____

Affiliation:
- ☐ Resident
- ☐ General public
- ☐ City official
- ☐ Non-profit organization / community group
- ☐ Corporation / profit organization
- ☐ Governmental agency / representative

Request:
- ☐ General comment
- ☐ Donation / funding
- ☐ Concern / complaint
- ☐ Informational presentation
- ☐ City project

Please provide specific details of the request *(continue on reverse, if necessary)*: _____

_____

_____

_____

_____

_____

Please contact me to discuss request: ☐ Yes ☐ No

I would like to appear at the meeting: ☐ Yes ☐ No Tentative meeting date: _____

Signature: _____ Date: _____

Details of the request *(continued)*: _____