



# City of Winlock

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## AGENDA ITEM REQUEST FORM

Members of the public are always welcome and encouraged to attend City Council Meetings. A Public Comment section is observed during every meeting and is limited to five (5) minutes per topic. If you wish to be on the agenda, please fill out this form in its entirety so that the city staff and Mayor have time to research the issue and provide background information about your topic to the Council.

DESIRED COUNCIL MEETING DATE: \_\_\_\_\_ 20\_\_\_\_\_  
(Month) (Day) (Year)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**Agenda Items MUST BE received at City Hall NO LATER than Wednesday at Noon prior to the desired meeting.**

**Council Meetings are held on the second and fourth Monday of every month (excluding legal holidays) at 6:30 p.m.**

AGENDA ITEM TITLE: (What would you like to talk to the Council about?) \_\_\_\_\_

AGENDA ITEM SUMMARY: (Please give a brief description of the issue, concern, problem or whatever you wish to discuss with the Council. Please write on the back of this form if you need more space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you discussed your item with city staff?

Circle One Yes No **NIA**

If City staff was unable to help you, have you discussed your issue with the Mayor?

Circle One Yes No **NIA**

Do you have written information that you would like to provide the Council prior to the meeting? (If so this information must be provided to the City Clerk the Thursday prior to the meeting)

Circle One Yes No **NIA**