



GUIDELINES FOR POTENTIAL PLACEMENT ON A GRANT CITY COUNCIL AGENDA

1. You must submit this Request Form (Back Page) by 2:00 PM MT the Thursday before the Grant City Council meeting in order for your request to be placed on a future Grant City Council Agenda to be considered by the Mayor and Grant City Council.
2. This Request does not guarantee placement on a future Grant City Council Agenda.
3. This Request gives the Mayor and Grant City Council adequate time to review any and all documents submitted before hearing discussion on a request.
4. If the Mayor and Grant City Council decided that this item needs Action then it may be placed on a future Grant City Council Agenda, however action may be taken at the meeting where the request is being heard if the item of concern is deemed emergency in nature by the Mayor and Grant City Council.
5. If you do not have any documentation to provide you can fill out the Request Form (Back Page) and may present yourself and your concerns, ideas, etc., to the Mayor and Grant City Council at the meeting date and time specified by the City of Grant Administrative Staff after this Request Form is submitted.
6. A request to be placed on a Grant City Council Agenda will be addressed under the New Business Agenda Area if it is approved to be placed on a future Grant City Council Agenda.



REQUEST FOR POTENTIAL PLACEMENT ON A GRANT CITY COUNCIL AGENDA

If you have a topic that you would like the Grant City Council to discuss at a future meeting, please list your name, address, telephone number, email address, and your requested topic. This will be reviewed by the City of Grant administrative staff and possibly scheduled for a future meeting, or it may be forwarded to the appropriate City of Grant staff/personnel/committee, etc. If your item is scheduled for a future Grant City Council meeting, you will be notified of the date and time of the meeting. The Grant City Council regularly meets on the second and fourth Tuesdays of each month at 7:00 P.M. MT, except for the month of December in which the Grant City Council only meets the second Tuesday at 7:00 P.M. MT. If the Meeting date falls on an observed government holiday, then the Grant City Council meeting date shall be the next day of business. The Grant City Council meets in the Council Chambers at Grant City Hall, 342 Central Ave., Grant, NE 69140 and the City of Grant administrative staff can be contacted at the same address as listed above or by phone at (308) 352-2100 during normal business hours Monday through Friday, 7 A.M. to 4 P.M., subject to change based on governmental observed holiday's and/or an unforeseen closure.

Date Submitted:	
Submitted By: Name &/or Dept.	
Address	
Phone Number	
Persons Attending Meeting:	
Information or Material to be Distributed to Council:	<input type="checkbox"/> YES – Material is attached to this request. <input type="checkbox"/> YES – Material will be distributed at Council meeting. <input type="checkbox"/> NO – There is no material to be distributed.
Agenda Topic / Description:	
Comments:	

Date Request Received: _____ Received By: _____

Request Approved: Request Denied:

Referred to Staff/Personnel/Committee: _____

Action Taken: _____

City Attorney's Comments: _____

City Superintendents Comments: _____

Signed: _____ Date: _____