



INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORMS.

The City Council meets on the first and third Thursday of the month at 6:00 p.m. in the City Council Chambers, which is located at 1511 Broadway Street. All meetings are opened to the public.

Members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the City Administrator by 12:00 p.m. on the Monday before the council meeting. This can be done in person, regular mail, fax or e-mail. The request forms are located in the City Clerk's office. If the request is received by mail, fax or e-mail, the City Administrator will confirm with the individual that the request was received and notify them of the date of the Council Meeting, in which they will be scheduled.

If action is needed, then the Mayor and Council may request you to attend the next council meeting for additional information before a resolution or ordinance can be passed.

If you have any questions, please feel free to contact City Hall.



Date: _____

PUBLIC AGENDA REQUEST FORM

No action will be taken relative to items on this agenda other than referral for information.

Date to Speak: _____

Name: _____

Address: _____

_____ ZIP _____

Phone Number: _____

E-mail Address: _____

Brief Description of Topic to be Discussed:

Signature: _____

Please return to: City Administrator
City of Dakota City
PO Box 482 – 1511 Broadway
Dakota City, NE 68731

Ph: (402) 987-3448

Fax (402) 987-3313

E-mail address: admin@dakotacity.net