



SEWARD

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PUBLIC REQUEST FOR COUNCIL AGENDA ITEM OR ADMINISTRATIVE ACTION

CITIZEN REQUESTING ITEM: _____

ADDRESS: _____

TELEPHONE NO: _____



AGENDA ITEM TITLE: _____



EXPLANATION OF REQUEST:



ACTION REQUESTED OF MAYOR AND COUNCIL:



Will this agenda item require the expenditure of funds? Yes__ No__ Unknown__



Council meetings are held on the 1st & 3rd Tuesdays of every month. All requests for the Agenda must be submitted by noon on the Wednesday preceding the Council meeting, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Mayor/Council action, or whether it is an item that needs to be handled by staff.