



## REQUEST TO ADD TOPIC TO COUNCIL MEETING AGENDA

The agenda for all City of Joseph Council meetings is prepared by the City Administrator/Recorder. Each Agenda is FINALIZED on the MONDAY (in order to have the official postings up by noon on Tuesday) four business days PRIOR to the Council Meeting on the FIRST THURSDAY of each month.

\*Anyone, including a City Council member, who wants to **request** a topic be added to any Joseph City Council agenda must submit such a request, **in writing**, a minimum of FIVE BUSINESS DAYS prior to the MONDAY when the agenda is finalized. The form below or a letter may be utilized to submit such requests. All requests must include the name, contact information and physical address of the person making such a request. The reason for the request to add a topic to a City of Joseph Council meeting agenda must also be included.

REQUESTED TOPIC TO ADD TO AGENDA: \_\_\_\_\_

\_\_\_\_\_

REASON TO ADD TOPIC TO AGENDA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

MAILING & PHYSICAL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

The City Administrator/Recorder will make the final determination on all agenda items. The City will notify the person when **or** if the topic will be added to a City of Joseph Council meeting agenda.

► **SPECIAL NOTE:** Not all topics submitted will be added to the agenda for Council discussion. Some topics may be the responsibility of City Staff. The City will notify the person making the request if Staff will deal with the topic or if it needs to be brought before the full Council for discussion.

Requests may be mailed to the City of Joseph at P.O. Box 15 - Joseph, Oregon 97846; dropped off at Joseph City Hall located 201 North Main, Joseph, Oregon, or emailed to [cityofjosephoregon@gmail.com](mailto:cityofjosephoregon@gmail.com).

\*Dates of meetings are subject to change. Please contact City Hall for more information.