

CITY OF LA CRESCENT, MINNESOTA

Agenda Request Form

DATE SUBMITTED:

SUBMITTED BY:

ISSUE:

ATTACHMENTS:

JUSTIFICATION:

ACTION REQUESTED:

REVIEWED BY:

**City Clerk/ Admin.
Finance Director**

**City Attorney
Public Works**

**Bldg. Insp.
City Engineer**

RECOMMENDATION:

- For an item to be placed on the agenda, all Agenda Request Forms must be submitted to the City Administrator no later than Noon on the Wednesday preceding the City Council Meeting. The City shall have the discretion to determine if the request will be heard at a City Council Meeting.
- Individuals wishing to address the City Council at a meeting, regarding one of the agenda items, need to complete the Agenda Request Form and return the form to the City Administrator by 3:00 p.m. the day of the meeting.