



VILLAGE CLERK

REQUEST FOR FUTURE AGENDA ITEM OR ADMINISTRATIVE ACTION

Village Board meetings are held on the 2nd Monday of each month. All requests for the agenda must be submitted by **noon on the Thursday preceding the 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 Board action or if it is an item that needs to be handled by staff.

Date: _____

Phone#: _____

Name: _____

Email: _____

Address: _____

Description of Requested Topic:

Action Requested:

Signature of requestor: _____

For Village Use only

Received by: _____

Date: _____

Action Taken: _____
