City of
SUMMERSET
A GREAT PLACE TO CALL HOME

Agenda Item Request Form

This Request Form is required in the Finance Office no later than Monday at noon prior to the Thursday Commission Meeting (1st and 3rd Thursdays of the month). The City will contact you confirming the suitability and placement of the requested item. We encourage you to resolve any issues by contacting the Finance Office prior to requesting placement on the agenda.

PLEASE PRINT

Name_____ Phone Number_____

Address_____

Item to be Discussed

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Signature_____ Date_____