



CITY OF LEOTI

Council Meeting
1st & 3rd Monday – 7:00 p.m.

Request for Agenda Placement

Regular City Council meetings are scheduled for the 1st and 3rd Monday night at 7:00 p.m. excluding City holidays in the Council Chamber at City Hall. In the event a City Council meeting falls on a Holiday the Council meeting will be the following day. This form must be received in the City Hall by 12:00 noon on the Thursday prior to the Council meeting at which you desire to be heard.

I/We request to be placed on the Council Agenda.

Name: _____

Address: _____ City: _____ State: _____ Zip-code: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

Topic To Be Addressed: _____

Amount of Time Requested: _____

Date of Council meeting requesting to attend: _____

Written Materials to be Provided to Council: Yes No

If Yes, I have provided the materials to the City Clerk with this request: _____ initials

Signature: _____ Date: _____

At least one of the following signatures are required to be placed on the agenda for the City Council meeting

City Clerk: _____ Date: _____

Mayor: _____ Date: _____

Council Member: _____ Date: _____