

# TOWN OF EAGAR

## Proposed Agenda Item

Requester: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed Council Meeting Date: \_\_\_\_\_

Brief Description of Proposed Agenda Item: \_\_\_\_\_

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- Proposed agenda items should include supporting information to be included in the Council Packet, if possible.
- Attach supporting information to this form.
- This form must be received by the Town Clerk at least one week in advance of the proposed Council Meeting.
- Presentations are limited to 15 minutes or less.
- Questions regarding the agenda item will be limited to 10 minutes or less and will be facilitated by the Mayor.
- Requestors will be notified by the Thursday before the proposed Council Meeting as to whether the proposed item will be on the Council Agenda.