

CITY OF



WASHINGTON

301 C Street, P.O. Box 296, Washington, KS 66968

Public Meeting Agenda Placement Policy

Effective March 2, 2020

1. Please completely and legibly fill out the Agenda Request form.
2. Sign and date the form and return to City Hall for processing. Any additional materials (such as photos or documents) to be presented to the Council must be submitted with your request.
3. The subject will be added to the agenda for the next available council meeting. The Council reserves the right to deny such a request.
4. You will be informed of the meeting date and location, and the subject's position on the agenda. If you cannot make your assigned time or wish to withdraw your request, please contact the City Clerk.
5. You will be allocated a specific length of time to address the Council. You must approach the Council and state your name, address and residence for the public record. The Council may or may not take action on the request.
6. The Council must abide by the Kansas Open Meetings Act in responding to remarks.
7. Anyone who has not completed a request form can be heard during the Citizen Comments section of the meeting. It is understood that the Council will not be able to act or respond to any issues brought up in Citizen Comments, since they are not properly placed on the agenda.
8. Regular council meetings are held on the first Monday of each month. All related subject matter for each meeting must be submitted on the Agenda Request form and turned into City Hall by 8 a.m. the Thursday before each regularly scheduled meeting. Any requests received after the deadline will be placed on the next regular council meeting date.
9. Additional information may be requested in order for city staff to fully prepare for the Council to address the subject matter. You may be contacted to provide that information, if needed.

Approved By _____
Ryan W. Kern, Mayor

Request for Placement on City Council Agenda

First Name: _____ Last Name: _____

Street Address: _____ Apt.# _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number _____

Email Address _____

Topic you wish to address:

(Item description & action being requested)

Please provide photos, documents and/or other materials to be presented to the Council. Submit agenda request and materials to the City Clerk by 5 p.m. Wednesday prior to any regularly scheduled meeting.

Signature

Date

Printed Name

Denise Powell, City Clerk
City of Washington
785-325-2284
washclerk@washingtonks.net

Received: