REQUEST TO BE PLACED ON THE TOWN COUNCIL AGENDA

This form MUST be returned to the Mountainair Town Hall by deadline listed below.

Deadline for inclusion of an item is **THURSDAY at NOON** prior to the subsequent meeting. All fields must be filled out for consideration. Regular Meetings are 1st & 3rd Tuesdays of each month at 5:30 p.m.

Name: ____________________________________ __________________________________________

First  Last    Company/Organization/Department

Today’s Date: _______________________ Email Address: _______________________________

Mailing Address: _________________________________________________________________

Telephone Number: ________________________ Fax Number: ___________________________

Is this request for next Town Council meeting?            YES        NO (Circle One)

If not, date of requested Town Council meeting: _______________________________________

Brief explanation of business to be discussed:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

What type of request will this be?   Discussion  Approval

Is this a Resolution, Contract, Agreement, Grant Application, Other?     YES     NO (Circle One)

**IMPORTANT**

✓ ALL ORIGINAL DOCUMENTS REQUIRING SIGNATURES AND/OR PRESENTATION MATERIALS MUST BE ATTACHED TO THIS REQUEST. YOU WILL BE TAKEN OFF THE AGENDA IF TOWN HALL DOES NOT HAVE ORIGINALS BY THE ABOVE MENTIONED DEADLINE. PLEASE TAB SIGNATURE PAGES.
✓ PROVIDE ORIGINAL/PRESENTATION MATERIALS = 6 COPIES OF EACH (NO STAPLES).
✓ REQUESTS MADE PRIOR TO THURSDAY DEADLINE HAVE A GREATER CHANCE OF BEING ON THE AGENDA.
✓ CONFIRM WITH TOWN HALL THAT YOU HAVE BEEN PLACED ON THE AGENDA PRIOR TO MAKING PLANS OF ATTENDING TOWN COUNCIL MEETING.
✓ TOWN COUNCIL AGENDAS ARE POSTED AT MOUNTAINAIR TOWN HALL, MOUNTAINAIR POST OFFICE, CENTRAL NM ELECTRIC CO-OP, JERRY’S ANCIENT CITIES CAFÉ, ALPINE ALLEY & MYBANK ON THE FRIDAY PRIOR TO TOWN COUNCIL MEETING.

If you have any questions, please feel free to contact the Town Clerk at 505-847-2321.