

Any visitor who wishes to address the Town Council must turn in a request one week in advance of the meeting. Visitors are limited to three minutes unless time is extended by an affirmative vote of Council. Items discussed must be specific.

**PLEASE PRINT**

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

Date of Town Council Meeting you wish to address: \_\_\_\_\_

If you wish Town Council to vote on any matter, please use the Agenda Item Request form. This form is only for items you wish to bring to the attention of Town Council, or items you wish them to address in the future.

Item to be presented or discussed with council: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\*\*\*\*\*

**OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Mayor: \_\_\_\_\_ Date: \_\_\_\_\_

Council Members Notified: \_\_\_Position 1, \_\_\_Position 2, \_\_\_ Position 3, \_\_\_ Position 4, \_\_\_ Position 5

\*\*\*\*\*

**DURING MEETING**

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Exceeded 3 Minutes \_\_\_Yes, \_\_\_No