

Mayor's Office: Council Agenda Item Request Form

This form and supporting documents (if applicable) are due the Wednesday before the COW meeting by noon.

Date Received (office use)	
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Date of Request	November 6, 2017
Requesting Staff Member	Holly Yocom, Director of Community Services
Requested Council Date	November 14, 2017
Topic/Discussion Title	Closed Session: Library Bond Real Estate Matters
Description	A closed session to discuss Real Estate matters.
Requested Action ¹	Discussion
Presenter(s)	Holly Yocom, Director of Community Services
Time Needed ²	30 minutes
Time Sensitive ³	Yes
Specific Time(s) ⁴	1:00 p.m.
Contact Name & Phone	Holly Yocom 385-468-7052
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.