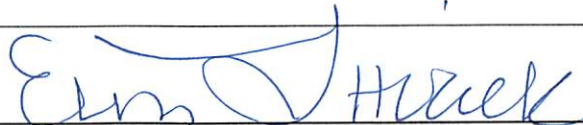


Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)	
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Date of Request	03/21/2018
Requesting Staff Member	Derrick Sorensen/Jim Cooper/Holly Yocom
Requested Council Date	03/27/2018
Topic/Discussion Title	Library Real Estate Matter
Description	Closed Session Request to discuss Real Estate Terms & Agreements
Requested Action¹	Closed Session
Presenter(s)	Derrick Sorensen/Jim Cooper/Holly Yocom
Time Needed²	15 Minutes
Time Sensitive³	Yes
Specific Time(s)⁴	No
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.