

City of Afton
Policy for Submitting an Agenda Item
for Consideration at a Regular City Council Meeting

Adopted 7/20/10

Policy Purpose. Because the Afton City Council meets in a regular meeting once per month, it is important that the City is responsive to requests for consideration of items at a regular Council meeting. It is also important that City staff have a sufficient period of time to prepare information regarding requested agenda items. The purpose of the following policy is to balance these two priorities.

Policy. Citizens of Afton, organizations, businesses or other entities wishing to place items on the Regular City Council meeting agenda must submit an agenda request form with supporting documents to the City Administrator at least *eight days prior* to the scheduled meeting. The latest an item will be accepted is noon on the Monday the week prior to the scheduled meeting. If an item is complex and requires substantial analysis or information gathering to enable the council to make an informed decision at the meeting, the minimum timeline for submittal may be lengthened. The agenda request form is available on line, via email or at city hall.

Review Process. The City Administrator and/or Mayor will review the request and notify the requestor by the Wednesday prior to the meeting if the item will be on the agenda and if any additional information is needed.

Requests that are not received on time will not be put on the agenda; however, the requestor has the option to present the information under the Public Input portion of the meeting, which is limited to 3 minutes per person.

Procedure for Submitting an Agenda Item:

1. Please fill out the information below.
2. Return the form to the City Administrator
 - a. by email at: administrator@ci.afton.mn.us, or
 - b. by fax at: 651-436-1453, or
 - c. by mail to: PO Box 219, Afton, MN 55001.
3. The form must be received at City Hall at least 8 days prior to the meeting.

Name: _____

Address: _____

Phone Number: _____ Email: _____

Date of Meeting: _____

Nature of Request: _____

Do you have supporting documents to attach: Y N

Signature: _____

Date: _____

For Office Use Only

Date Received: _____ Date Reviewed: _____

Placed on Agenda: Yes No

If No, Reason Why: _____

Follow up needed: _____

Signature of City Administrator or Mayor: _____

Date: _____