

AGENDA/HEARING REQUEST FORM

Date: _____
Date of Meeting: _____ Name: _____
Address: _____ ZIP _____
Phone Number: _____
E-Mail Address: _____

Item request will be for; (Please check one)

☐ Information only ☐ Action Item ☐ Discussion/Action

☐ Public Hearing ☐ Report ☐ Other:

Brief description of topic to be discussed: _____

Please attach one original of any documents pertaining to the topic -
We do not allow handouts at the meeting:

Signature: _____
Please return to: Stacy McCandless Clerk-Treasurer

Town of Winslow
P.O. Box 69/300 N Main St.
Winslow, IN 47598

Fax: (812)789-2261 E-mail: winslowclerk1@frontier.com

INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORMS: The Town of Winslow Council meets on the Second Mondays of each month at 7:00 p.m. in the Town Hall. All meetings are open to the public. Public comment is allowed on most scheduled agenda items at the time each item is scheduled on the agenda. An agenda of Town Council Meetings will be posted at Town Hall at least three days before each scheduled meeting, and the yearly schedule of meetings for the Town Council may be found on the Town's website. Members of the public desiring to present matters to the council on the public agenda must submit a request in writing to the office of the Town Clerk-Treasurer by Friday at twelve noon, two weeks prior to the City Council meeting. This can be done in person, regular mail, fax or e-mail. The request forms are located in the Town Hall Clerk-Treasurer office and on the Town's website townofwinslowin.com The Town Clerk-Treasurer will confirm with the individual that the request was received and notify them of the date when their request will be scheduled on the Town Council agenda.

Unscheduled Communications: No action will be taken relative to items on the Unscheduled Communications other than referral for information.

Agenda Information: Requests to appear will be placed on a "first-come, first-served" basis.

- ☐ The Board President may set a time limit on comments.
- ☐ Members of the public desiring to present matters to the Town Council on the agenda must submit a request in writing to the office of the Town Clerk-Treasurer prior to Friday at twelve noon two weeks prior to the Town Council meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented.
- ☐ This request must be submitted with any documents you plan to present to the Council. Please submit only one copy, which is one sided and with no staples. We will scan the document for the Agenda Book.
- ☐ Item requests may be referred to appropriate staff for mediation prior to being placed on the agenda. ☐ Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. ☐ Decorum is mandatory.