



City of Jenkins Procedures for members of the public to submit an agenda item for action:

1. Please identify the item and/or subject you would like put on the agenda. Please note city staff shall have the right to edit it in order to fit on the agenda.

2. Return the form to the City Clerk-Treasurer by email at krista.okerman@cityofjenkins.com, by mail or drop off at 33861 Cottage Avenue, Jenkins, MN 56474.
3. The form must be received at City Hall by 5:00 the Tuesday prior to the **next available meeting**.

Name: _____

Address: _____

Phone: _____ Email: _____

Are you requesting any action/decision by the City Council (circle one)? Y/N:

Nature of Request (please use another sheet if necessary):

Do you have supporting documents to attach (check one): Y N

Signature: _____ Date: _____