



## AGENDA ITEM REQUEST FORM FOR COUNCIL MEETING

Citizens are welcome to attend the meetings of the Village of Kent City.

Requests to add an agenda item must be received by the Village of Kent City five (5) full business days prior to the public meeting. The Village President and/or Board Chairperson of the Council/Committee at which you wish to speak will review your request in order to best provide information and prioritize your item on the agenda. The decision to allow you to address the Council/Committee and be on the agenda will be at the discretion of the President and/or Board Chairperson. Your request to address the Council/Committee will be acknowledged forty-eight (48) hours prior to the meeting. Unless additional time is requested by the Council/Committee, any citizen speaking on an issue will be allotted two (2) minutes to address the Council/Committee.

**Please complete the information listed below and your request will be processed accordingly.**

Name (First and Last): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Name and Date of Meeting to Speak: \_\_\_\_\_

Please summarize the subject of your request to speak (add agenda item) below:

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**Completed form can be submitted via:**

Email: [vkc.clerk@kentcitymi.org](mailto:vkc.clerk@kentcitymi.org)

Mail: Village of Kent City, P.O. Box 296, Kent City, MI 49330

In Person (during business hours): 200 S Main Street, Kent City, MI 49330

*This form is intended to effectuate reasonable and controlled access to public meetings held by the Village of Kent City and its affiliated municipal bodies. All meetings are open to the public under the Michigan Open Meetings Act.*

Date of receipt: \_\_\_\_\_ By: \_\_\_\_\_