

# REQUEST TO BE ON THE AGENDA FOR AN ARNA TOWN BOARD MEETING

1. The Arna Town Board meets at 6 PM on the second Monday of every month (except March). All requests to be on the agenda must be made in writing at least two days prior to the Town Board meeting (by 5 PM on the preceding Saturday). Requests must be submitted either to the township clerk, or directly to a Town Board member. The township web site at [www.arnatownship.org](http://www.arnatownship.org) shows the Town Board contact information.
2. Requests must state the name of the requester or spokesperson, the subject matter to be discussed, and a description of the action you want to be taken by the Town Board.
3. Requests that do not contain the above information, or requests that pertain to clerk or treasurer duties that can be handled by, or answered by the clerk or treasurer outside of the meeting, will not be on the agenda.
4. Agenda items will be addressed in the same order in which they are received.
5. Persons other than those listed on the agenda request form may only speak at the meeting upon the discretion of the Town Board.
6. At the start of each meeting, the Town Board will review the preliminary agenda and decide whether questionable items will remain on the agenda.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

TOPIC TO BE DISCUSSED: \_\_\_\_\_

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(Attach additional sheets if necessary).

Submit this form  
Arna Township Clerk (320-242-3409)  
49910 First Avenue  
Markville, MN 55037

RECEIVED BY: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_