



Citizen Agenda Item Request

Requested Topic: _____

Requested Meeting Date: _____

Citizen Name: _____

Address: _____

Telephone: _____

Email Address: _____

Please clearly state your comment or concern:

Please state what action you would like the City Council to take:

What is the estimated length of time you need to make your presentation:

Signature: _____ Date: _____

Citizen Agenda Item Guidelines & Instructions

- The scope and purpose of Citizen Agenda items can vary widely. Each agenda item request must be reviewed by the City Manager and City Council to determine whether or not the item proposed constitutes City business appropriate for the Council meeting agenda. ***It may be helpful to utilize the Public Comment segment of a City Council meeting to introduce the item or reach out to the City Manager in advance to determine if there may be better, more efficient avenues to have the item/topic addressed.***
- Requested items may be better addressed by a specific City department, board or committee. ***Please be aware that not all agenda item requests will be added to the City Council agenda.***
- Citizens wishing to be placed on the City Council agenda regarding an item of business should complete this form and return it to the Chelsea City Offices at 305 S. Main Street, Suite 100, Chelsea, MI 48118 in person or via US Mail. A scan of the completed and signed form can also be emailed to the City Clerk (lkaiser@city-chelsea.org), faxed to 734-475-1811 or dropped in the City's secure dropbox located just outside the City Offices.
- Submit any necessary attachments or support with the agenda item request.
- Upon receipt of an agenda item request, the City Clerk will provide confirmation of receipt. Contact the City Clerk using one of the means noted above if you do not receive confirmation; please allow adequate time for items sent via US Mail.
- While the City Manager and City Council will do their best to reply with next steps and timing for a potential agenda item in a reasonable timeframe, the scope and complexity of the topic will impact response time. Please feel free to contact the City Clerk for the status of your request at any time during regular business hours.