

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

1. The Ogema Town Board meets at 6 PM on the second Thursday of every month. All requests to be on the agenda must be made in writing at least three days prior to the Town Board meeting (by 5 PM on the preceding Monday). Requests must be submitted to the township clerk at address below.
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 listed 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. The Town Board Chairman will review the preliminary agenda and decide whether questionable items will remain on the agenda for the meeting.

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

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

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

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

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

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

\_\_\_\_\_

(Attach additional sheets if necessary).

Submit this form to:

**Ogema Township Clerk (320-384-6110)  
41040 Alma Razor Road  
Hinckley, MN 55037**

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

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