



**City of Blair**  
**218 S 16<sup>th</sup> Street**  
**Blair NE 68008**  
**Phone: 402-426-4191**  
**Fax: 402-426-4195**

**Citizen Request For Agenda Item Or Administrative Action**

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**Explanation of Request:**

**Action Requested:**

\_\_\_\_\_  
(Signature of Requestor)

\_\_\_\_\_  
(Print Name)

Council meetings are held on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of every month. All requests for the Agenda must be submitted by noon on the Thursday preceding the Council meeting, any item received after this time would have to be of an emergency nature. Once a request is received, Administration will review it and determine whether or not it requires Mayor/Council action, or whether it is an item that needs to be handled by staff.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(City Employee)