



**Houghton County  
Board of Commissioners  
Agenda Item Request Form**

*Please fill out the following form to request an item be added to the agenda for the upcoming Houghton County Board of Commissioners meeting.*

**Submitter Information:**

- **Name:** \_\_\_\_\_
- **Department/Organization (if applicable):** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_

**Agenda Item Details:**

- **Title of Agenda Item:** \_\_\_\_\_
- **Requested Meeting Date:** \_\_\_\_\_
- **Brief Description of the Item (include any decisions needed):**

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- **Are you requesting time to speak at the meeting?**  
[ ] Yes  
[ ] No
- **Supporting Documents Attached?**  
[ ] Yes  
[ ] No  
(If yes, please list): \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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