

# Request for Communication with City Council

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

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

Topic you wish to address:

(Item description & action being requested)

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Please provide photos, documents, and/or other materials to be presented to the Council. Submit agenda requests and materials to the City Administrator by 12 noon the Monday of any regularly scheduled meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Andrea Sibley  
City of Caney  
City Administrator  
620-879-2772  
asibley@caneyks.com

# Request for Communication with City Council

## Public Meeting Public Forum Placement Policy

1. Complete and legibly fill out the Communication Request form.
2. Sign and date the form and return to the City Administrator for processing. Any additional materials (such as photos or documents) to be presented to the Council must be submitted with your request.
3. The subject will be added to public forum for the next available council meeting. The Council reserves the right to deny such a request.
4. You will be informed of the meeting date and location, and the subject's position on the agenda. If you cannot make your assigned time or wish to withdraw your request, please contact the City Administrator.
5. You will be allocated a specific length of time to address the Council.
6. The Council must abide by the Kansas Open Meetings Act in responding to remarks.
7. Regular council meetings are held on the first and third Monday of each month at 6:30 pm. All related subject matters for each meeting must be submitted on the Communication Request form and turned into the City Administrator by 12 pm the Monday prior to each regularly scheduled meeting. Any requests received after the deadline will be placed on the next regular council meeting date.
8. Additional information may be requested in order for the City Administrator to fully prepare for the Council to address the subject matter. You may be contacted to provide that information, if needed.

Additional Approved By \_\_\_\_\_  
Joshua Elliott, Mayor