



DIVISION OF RURAL SERVICES

SERVICE AREA PUBLIC MEETING REQUEST FORM

Service Area: _____

Contact Name: _____ Contact Phone: _____

Meeting Location: _____

Location Address: _____

Meeting Date: _____ Meeting Time: _____

Complete the Following if an Agenda is not Attached

Regular Agenda Items: Approval of Agenda Financial Update Transfer Funds
(Check for every meeting) Approval of Previous Minutes Road Maintenance

Specialty Items: Budget Planning Maintenance Contract Renewal
(Depending on quarter)

1st Quarter (January-March)

3rd Quarter (July-September)

Election of Officers Tax Cap Election Request
 Project Request Submittal

Other:
(Accepting 90/10 grant Project, Emergency Access Maintenance, SA Boundary Review, etc.)

How would you like to receive a copy of published agenda?

Email Mail Pick up at Office

-DEADLINES AND PROCESS-

Notice to public must be published five days before the meeting. Not including the day of the meeting.

<u>Step</u>	<u>Process</u>	<u>Deadline No. 1</u>	<u>Deadline No. 2</u>
1	Chairman Submits Request to Rural Services by:	Tuesday at 9am	Thursday at 9am
2	Borough Publishes in Newspaper on:	Friday of the same week	Tuesday of the following week
3	Earliest Service Area Meeting Date is:	Wednesday of the following week	Sunday of the following week

Return to Rural Services, or fax to 459-1499, or email to ruralservices@fnsb.us