



AGENDA REQUEST FORM

BOARD of COUNTY COMMISSIONERS

LYON COUNTY, KANSAS



FOR OFFICE USE ONLY

DATE/TIME FILED: _____

SETTING DATE/TIME: _____

- ☒ Please call the Commission Office at (620) 341-3270 to schedule agenda items prior to handing in this form.
- ☒ Forms must be received by the Monday prior to the date desired.
- ☒ After receiving confirmation by phone, please return this form to the county commission secretary.

Requested Meeting Date: _____

Action sessions held weekly on Thursdays, excepting legal holidays. Study sessions held only as called by the chair.

Title of Item for Consideration:

Action Requested:

- ☐ Approve Expenditure/Contract ☐ Other (specify) _____
- ☐ Presentation/Information _____
- ☐ Information/Direction Requested _____
- ☐ Public Hearing _____

Estimate Time Needed:

- ☐ 5 minutes ☐ 20 minutes
- ☐ 10 minutes ☐ 30 minutes
- ☐ 15 minutes ☐ _____ *
- *(as directed by chair)*

Submitted by: _____

Department/Agency: _____

Who will attend the meeting and present to the board? Please list all attendees who will speak on topic:

Summary of Issue:

Financial Impact:

Is there a cost associated with this request? ☐ Yes ☐ No

What is the total cost, including shipping? \$ _____

Are funds available in the budget ☐ Yes ☐ No If no, please explain: _____

Additional Information Attached:

- ☐ Contract/ Agreement _____
- Approved by County Counselor? ☐ Yes ☐ No If no, please explain: _____
- ☐ Background information (such as price quotes, etc.) _____

IF YES, INCLUDE LYON COUNTY BUDGET ACCOUNT# _____

EXECUTIVE SESSION REQUESTED? ☐ Yes ☐ No

IF YES: CONTACT COUNTY COUNSELOR'S OFFICE PRIOR TO SCHEDULING YOUR EXECUTIVE SESSION

Justifications for recess to a closed or executive meeting may only include the following, the need:

- ☐ to discuss personnel matters of nonelected personnel.
- ☐ for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship.
- ☐ to discuss employer-employee negotiations.
- ☐ to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships.
- ☐ to discuss matters relating to security measures



PLEASE PROVIDE 6 COPIES OF THIS FORM & SUPPORTING DOCUMENTS TO THE COMMISSION OFFICE BY 4PM THE MONDAY PRIOR TO YOUR AGENDA SETTING.



IF YOU REQUIRE SPECIAL ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC.) IN ORDER TO PARTICIPATE, PLEASE NOTIFY THE LYON COUNTY CLERK (620) 341-3245 48 HOURS PRIOR TO THE MEETING.
SI USTED REQUIERE DE UNA ADAPTACIÓN ESPECIAL (POR EJEMPLO: DE UN INTÉRPRETE, ASISTENCIA AUDITIVA, ETC.) PARA PODER PARTICIPAR, POR FAVOR NOTIFIQUE AL LYON COUNTY CLERK AL (620) 341-3245, 48 HORAS ANTES DE LA REUNIÓN PROGRAMADA.