Town of Mountainair
P.O. Box 115, Mountainair, NM 87036
105 East Broadway, Mountainair, NM 87036
mountainairnm.gov
505-847-2321 (P) 505-847-2589 (F)

Mayor Peter Nieto
Mayor Pro-tem Adrian Padilla
Councilwoman Juanita Carrillo
Councilman Richard Torres
Councilman Ernie Lopez

REQUEST TO BE PLACED ON THE TOWN COUNCIL AGENDA

This form MUST be returned to the Mountainair Town Hall by deadline listed below.

Deadline for inclusion of an item is **THURSDAY at NOON** prior to the subsequent meeting. All fields must be filled out for consideration. Regular Meetings are 1st & 3rd Tuesdays of each month at 5:30 p.m.

Name: _____ _____
First Last Company/Organization/Department

Today's Date: _____ **Email Address:** _____

Mailing Address: _____

Telephone Number: _____ **Fax Number:** _____

Is this request for next Town Council meeting? **YES** **NO** (Circle One)

If not, date of requested Town Council meeting: _____

Brief explanation of business to be discussed:

_____

_____

_____

_____

_____

What type of request will this be? **Discussion** **Approval**

Is this a Resolution, Contract, Agreement, Grant Application, Other? **YES** **NO** (Circle One)

IMPORTANT

- ✓ ALL ORIGINAL DOCUMENTS REQUIRING SIGNATURES AND/OR PRESENTATION MATERIALS MUST BE ATTACHED TO THIS REQUEST. YOU WILL BE TAKEN OFF THE AGENDA IF TOWN HALL DOES NOT HAVE ORIGINALS BY THE ABOVE MENTIONED DEADLINE. PLEASE TAB SIGNATURE PAGES.
- ✓ PROVIDE ORIGINAL/PRESENTATION MATERIALS = 6 COPIES OF EACH (NO STAPLES).
- ✓ REQUESTS MADE PRIOR TO THURSDAY DEADLINE HAVE A GREATER CHANCE OF BEING ON THE AGENDA.
- ✓ CONFIRM WITH TOWN HALL THAT YOU HAVE BEEN PLACED ON THE AGENDA PRIOR TO MAKING PLANS OF ATTENDING TOWN COUNCIL MEETING.
- ✓ TOWN COUNCIL AGENDAS ARE POSTED AT MOUNTAINAIR TOWN HALL, MOUNTAINAIR POST OFFICE, CENTRAL NM ELECTRIC CO-OP, JERRY'S ANCIENT CITIES CAFÉ, ALPINE ALLEY & MYBANK ON THE FRIDAY PRIOR TO TOWN COUNCIL MEETING.

If you have any questions, please feel free to contact the Town Clerk at 505-847-2321.