



**Agenda Item Request Form**

**All agenda items and any back-up material needs to be submitted to the Clerk's Office by Thursday at 5 p.m. in order to be on the following **Wednesday's Agenda.****

**You may email back-up: ordinances, resolutions, contracts, agreements and a brief explanation of your item to: [dfuhriman@boxeldercounty.org](mailto:dfuhriman@boxeldercounty.org)**

Item to be presented in: Admin/Oper  Commission Meeting   
MBA  RDA  Executive Session  Other \_\_\_\_\_

Date of meeting requested: \_\_\_\_\_ Date form submitted: \_\_\_\_\_

Time allotment requested:  2 min.  5 min.  10 min. Other \_\_\_\_\_

Subject to be presented \_\_\_\_\_  
(Please use specific language as to how you want the item noticed)

Person & Organization submitting item \_\_\_\_\_

Contact Information \_\_\_\_\_  
**(Please include phone number)**

Reason for request:  
\_\_\_\_\_  
\_\_\_\_\_

What action have you taken/Who have you contacted prior to this?  
\_\_\_\_\_  
\_\_\_\_\_

Official Action Requested:  
\_\_\_\_\_  
\_\_\_\_\_

Has the document been approved by the County Attorney? Yes  No

Mail to: Box Elder County Clerk  
01 South Main  
Brigham City, Utah 84302  
Phone: (435) 734-3354  
Fax: (435) 723-7562  
E-mail: [dfuhriman@boxeldercounty.org](mailto:dfuhriman@boxeldercounty.org)