

**BOARD OF TRUSTEES**  
Anthony M. Bartolotta, Supervisor  
Kim Markee, Clerk  
Steve Thomas, Treasurer  
Jeff Gilbert, Trustee  
Sam Harris, Trustee  
Marie E. Hauswirth, Trustee  
Gary Wall, Trustee



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**Kim Markee**  
Township Clerk  
[kmarkee@waterfordmi.gov](mailto:kmarkee@waterfordmi.gov)

**Kari Vlaeminck**  
Deputy Clerk  
[kvlaeminck@waterfordmi.gov](mailto:kvlaeminck@waterfordmi.gov)

## **CITIZEN REQUEST FORM FOR BOARD MEETING AGENDA ITEMS**

Date Submitted: \_\_\_\_\_

Name of Person Submitting Item: \_\_\_\_\_

Contact Information: Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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Board Meeting Agenda Date: \_\_\_\_\_

Item to be discussed. (Attach additional pages if necessary.): \_\_\_\_\_

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### **ADDRESSING THE BOARD AS AN AGENDA ITEM. (NOT DURING A PUBLIC COMMENT PERIOD):**

- 2.2.1 **Persons wishing to address the Board outside of the two public comment periods must submit a written request to the Clerk's Office by noon, the Tuesday prior to a Board of Trustees meeting in the following week. If emailed, please email to: [kmarkee@waterfordmi.gov](mailto:kmarkee@waterfordmi.gov) and [kvlaeminck@waterfordmi.gov](mailto:kvlaeminck@waterfordmi.gov)**
- 2.2.2 A request must include only one subject to be discussed, as well as a brief written summary of what will be discussed. **Any documents or presentations for the address to the Board must be provided to the Clerk's Office with the request.** Failure to provide presentation materials by the noon deadline will prevent their use during the presentation.
- 2.2.3 Speakers will be limited to no more than five (5) minutes on the one topic they requested to discuss. A speaker may only address the Board as an agenda item, one (1) time a year on the same topic. However, a speaker may speak on the same topic at a different meeting, during the general public three- minute comment period.
- 2.2.4 A person may not appear as a Board agenda item more than once a month.
- 2.2.5 Speakers addressing the Board must direct their comments to the Board of Trustees and not to members of the audience or Township staff.
- 2.2.6 This period may not be used to campaign for an elected office or for or against a ballot proposal.