

COUNCIL AGENDA CHECKLIST

For June 25, 2007

ELECTRONIC COUNCIL AGENDA FOLDERS ARE LOCATED ON:

f:\Council Agendas and Minutes\Agendas\yyyy\date

- ☐ Draft Council Agenda sent to City Council, Dept Heads, Karen Calvert, Bev Kittel, Karla Flaming and Sandy Petersen on _____ by _____
- ☐ All Written Communication through _____ has been added to the Agenda
n/a
- ☐ All Written Communication has been scanned into Council Agenda Folder _____
- ☐ All Requests for Council Action have been signed cf
- ☐ Prior Council Meeting Minutes have been reviewed on 6-22-07 by
ss
- ☐ Council Agenda has been updated for A/P Vouchers 6-22-07
- ☐ Council Agenda has been updated for P/R _____
- ☐ Council Packet for City Clerk has been assembled, including single-sided Agenda, RFCAs, Minutes, A/P Vouchers, Written Communications, etc., cf
- ☐ 33 Agendas have been printed cf
 - 7 for Council Members (all packets)
 - 6 for Department Heads (all packets)
 - 3 for: Sandy Petersen, Terry Galvin (extra), Karla Flaming (all packets)
 - 1 for Press (packet) – electronically sent
 - 1 for Attorney (packet) – electronically sent
 - 15 for Foyer (5 packets)
- ☐ Final Council Agenda, Minutes, and RFCAs have been emailed to Council Agenda -
Final cf
- ☐ Council Agenda posted on Blaine website on _____ By _____