



CITY OF SOAP LAKE
City Council Meeting – Agenda Memo

Council Meeting Date:

Contact Person:

Phone:

E-mail:

Agenda Subject:

	Bid Opening
	Consent Agenda
	Public Hearing
	Committee Report
	Old Business
	New Business
	Miscellaneous
	Information Only

1. Purpose Statement:

2. Background / Alternatives:

3. Attachments:

4. Fiscal Impact:

5. Staff Impact:

6. Legal Review:

7. Recommendation:

8. Suggested Motion / Recommended Action:

Reviewed by Legal Counsel: _____

Approved for Agenda: _____

Date: _____

Date: _____