



MEETING REQUEST FORM

Meeting Date Requested: January 6, 2026	Contact Phone and E-mail: (307) 872-3888 marchalk@sweetwatercountywy.gov
Presenters Name, Title and Name of Organization: Krisena Marchal, Grants Manager	Exact Wording for Agenda: 11:15- Appointment to the Sweetwater County Tripartite Board
Preference of Placement on Agenda & Amount of Time Requested for Presentation: Anytime, 5 minutes	Will there be handouts? (If yes, include with meeting request form) Yes
Will handouts require SIGNATURES? No SHOULD THE ITEM BE MARKED CONFIDENTIAL? Yes	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
Additional Information: Please refer to attached executive summary.	
Attachments:	

INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must be submitted in writing on the “Meeting Request Form” by Tuesday at 10:00 a.m. prior to the scheduled meeting and returned in person or electronically to Administrative Assistant Sally Shoemaker at: shoemakers@sweetwatercountywy.gov
*****If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- If you are presenting a **Resolution or Proclamation**, it must be submitted in Word Format and emailed to: shoemakers@sweetwatercountywy.gov
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- In order to determine placement on the agenda, please review the county website

sweetwatercountywy.gov on Thursday afternoon by clicking “Commissioner's Agenda”.

- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room:

80 West Flaming Gorge Way
Meeting Room #115
Green River, Wyoming