



MEETING REQUEST FORM

Meeting Date Requested: June 6, 2023	Contact Phone and E-mail: 307-350-7735 & mgiffor2@uwyo.edu
Presenters Name, Title and Name of Organization: Marty Henry, SWCO 4-H Educator & UW Extension County Coordinator, University of Wyoming Extension Services, Bridger Feuz	Exact Wording for Agenda: 10:40- Requesting assistance with relocating the Sweetwater County/UW Extension Office
Preference of Placement on Agenda & Amount of Time Requested for Presentation: Any- 10 min	Will there be handouts? (If yes, include with meeting request form) No
Will handouts require SIGNATURES? No SHOULD THE ITEM BE MARKED CONFIDENTIAL? No	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
Additional Information: The date in which we must vacate our current office location is June 9th at the latest. I disclose this information here, and now, because I don't want to have surprises for you on June 6th. We understand that this is extremely short notice and sincerely apologize for that. However, we were only made aware of this news a few short weeks ago and have been trying to take the steps needed to address it properly. We would be very grateful for any assistance you might be able to give us in finding a suitable new location to serve the communities of Sweetwater County.	
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