



Fairbanks North Star Borough Rural Services Division

520 Fifth Avenue, First Floor Suite D • PO Box 71267 • Fairbanks, Alaska 99707-1267 •
(907)459-1223 FAX 459-1499

REQUEST TO SCHEDULE SERVICE AREA MEETING

Service Area Meeting

Contact Person & Phone: _____

Location of Meeting: _____

Meeting Date & Time: _____

- Regular agenda Items:**
(check for every meeting)
- Approval of agenda
 - Approval of previous minutes
 - Road maintenance issues
 - Financial update
 - Other: _____

- Specialty Items:**
(depending on quarter)
- 1st Quarter**
- Budget planning
 - Maintenance contract renewal
 - Purchase orders for annual maintenance

- 3rd Quarter**
- Election of officers
 - Project request submittals
 - Tax Cap Election Request

Dates of publication in newspaper will be provided by Rural Services.

Borough News Page Deadlines

The Borough News Page is published every Tuesday and Friday. The deadlines to have this meeting notice request to Rural Services are:

<u>Deadline</u>	<u>To Be Published</u>	<u>For Meeting Held at the Earliest</u>
Tuesday, 9 AM	Friday of the same week	Wednesday of the following week
Thursday, 9 AM	Tuesday of the following week	Sunday of the following week

**Return to Rural Services or fax to Rural Services at 459-1499
or email to ruralservices@co.fairbanks.ak.us**