**Formal Agenda**

**ABC Council Meeting**

**Location**

**Street Address, City, State**

**Meeting Date, Time**

1. **Call to Order**
2. **Pledge of Allegiance *(Optional)***
3. **Roll Call—Establish a Quorum**
4. **Approve Agenda**
5. **Approval of Minutes**
6. **Public Comments or Formal Complaints on items not on agenda.**
7. **Staff Reports**
	1. **Financial Report**
	2. **Public Works/Operator Report**
	3. **Manager Report**
	4. **Legal Report**
8. **Old Business**
	1. Items from last meeting

Motion: If any

Public Comment

Vote

1. **New Business**
	1. New Items to be discussed

Motion: If any

Public Comment

Vote

1. **Adjourn**

**\*\*Set the date and time for next meeting\*\***