

## Make a Comment During a Public Hearing (Desktop App)

If you wish to make a comment during a Public Hearing agenda item, **please wait until the Council/Board opens up the item to public comments.**

1. Click the Chat icon (see below) and make sure “Everyone” is selected in the “Send to” drop down.
2. Please state your full name and address for the record before making your comment. Ex: *“Joe Smith, 123 8<sup>th</sup> St SW, Altoona, IA. My question or concern is...”*
3. Click “Send” to send your message to the Council/Board.

