

City of Eagle Public Meeting Sign In Form

The Public Meeting Sign In Form was created to allow citizens of the City of Eagle a way to provide feedback electronically for Public Meetings. **Forms must be received within 60 minutes prior to meeting start time, on the day of the meeting to ensure participation in the meeting.** All comments should be expressed in a courteous manner.

Information submitted via this form is subject to Idaho's Public Records Act, in regard to both release and retention, and may be released upon request, unless exempt from disclosure by law.

Once you have completed the Public Meeting Sign In Form (and indicated your desire to speak at the meeting), a Webex meeting invitation will be emailed (up to 30 minutes prior to the meeting start time) on the day of the meeting. If you don't see the invitation in your email inbox please check your junk/spam folder.

Public hearing sign-ins are date specific. In the event that an agenda item is continued to a future meeting date, you will need to complete a new public hearing sign-in form in order to receive the WebEx meeting invitation and provide remote testimony on the new date.

If you have not used Webex before please visit <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting> for instructions and a how-to video.

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to City of Eagle at least 6 business hours prior to the start of the meeting.

Email files to: clerks@cityofeagle.org

The Public Meeting Sign In Form can be found at the following location:

<https://lf.cityofeagle.org/Forms/Public-Meeting-Sign-In>

Note: After clicking on the link, please allow a few seconds for the form to load.

Public Meeting Sign In Form instructions:

1. Open the Public Meeting Sign In form by clicking on the link above.
2. Complete the "Your Information" section. An asterisk (*) indicates a required field.

Your Information

First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	
Physical Street Address *		
<input type="text"/>		
City *	State *	Zip Code *
<input type="text"/>	<input type="text" value="ID"/>	<input type="text"/>
Contact Phone Number * (?)	Email *	
<input type="text"/>	<input type="text"/>	
Select if Applicable		
<input type="checkbox"/> I am here representing my HOA or Neighborhood Group		
<input type="checkbox"/> I wish to speak at this meeting		
Signature *		
<input type="text" value="Sign"/>		
Date		
<input type="text" value="02/18/2021"/>	<input type="text" value="11:32:15"/>	
	<input type="text" value="AM"/>	

Note: If you select “I am here representing my HOA or Neighborhood Group, you will be prompted to enter in the name of your HOA or Neighborhood Group.

Select if Applicable

I am here representing my HOA or Neighborhood Group

I wish to speak at this meeting

HOA or Neighborhood Group Name *

3. Complete the “Meeting Information” section. Indicate whether you have visual material to present. If you choose to provide feedback on an “Agenda Item”, you will see the following view.

Meeting Information

Public hearing sign-ins are date specific. In the event that an agenda item is continued to a future meeting date, you will need to complete a new public hearing sign-in form in order to receive the WebEx meeting invitation and provide remote testimony on the new date.

Meeting Type *

City Council ▼

Date of Meeting *

02/23/2021 📅

Do you have visual material to present? *

Yes

No

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to the City of Eagle at least 6 business hours prior to the start of the meeting. Email files to: clerks@cityofeagle.org

I Want to Provide Feedback On *

Agenda Item

Other Topic

Agenda Item Number *

Please provide Item number/letter reference from Agenda (ex: 9A)

Stance On Agenda Item *

If selecting "Other" please provide clarification in the comments field below.

Support

Oppose

Other

Comments on Agenda Item

Please provide any additional comments here.

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If you select "Other Topic" you will see the view below:

Meeting Information

Public hearing sign-ins are date specific. In the event that an agenda item is continued to a future meeting date, you will need to complete a new public hearing sign-in form in order to receive the WebEx meeting invitation and provide remote testimony on the new date.

Meeting Type*

Date of Meeting*

Do you have visual material to present?*
 Yes
 No

Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to the City of Eagle at least 6 business hours prior to the start of the meeting. Email files to: clerks@cityofeagle.org

I Want to Provide Feedback On*
 Agenda Item
 Other Topic


Other Topic*

Comments on Other Topic
Please provide any additional comments here.

4. Complete the Meeting Information section and click the “Submit” button (located in the bottom left corner of the form). A confirmation message will be displayed. **An email confirmation with a WebEx meeting invitation will also be sent to the email address listed on the form.**

Thank you Joe!

Your Sign in Form for the
02/23/2021 City Council meeting
has been Received.
A copy has been sent to the email address provided on your Form.



Public Meeting Sign In Form

Form used to provide remote public comment via Webex for city meetings

To provide remote public comment via Webex for city meetings please follow the instructions and complete the form below. You must submit the form at least 60 minutes before the meeting start time in order to receive a Webex invite via email to comment or testify at the meeting.

Information submitted via this form is subject to Idaho's Public Records Act, in regard to both release and retention, and may be released upon request, unless exempt from disclosure by law.

*Note: If you have visual materials to display during the public meeting, you must email the materials in PowerPoint (.ppt) or PDF format to City of Eagle at least 6 business hours prior to the start of the meeting.
Email files to: clerks@cityofeagle.org*

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