

-CITIZEN COMPLAINT FORM-

Please complete the following information so that the City of Morning Sun's Elected Officials can investigate your complaint. If the City finds your complaint valid and the involved property is in violation with the City of Morning Sun's Code of Ordinances, this form will be used to properly fill out the abatement notice. If applicable, the abatement notice will be sent to the involved party.

ALL FIELDS ARE REQUIRED TO FILE THE COMPLAINT

NAME: PHONE:

ADDRESS:

NATURE OF COMPLAINT: *(include the date, time, location & involved parties information below)*

Has this been addressed with the city previously? YES NO DATE _____

PLEASE NOTE:

- Your appearance may be required at the request of the City Council or Mayor in order to further the investigation
- You have the right to attend City Council meetings in order to ensure you are given the opportunity to speak with the council concerning your complaint. We request you inform the City Clerk of your request to be on the City Council meeting agenda
- Should a simple notice not suffice and a citation is issued as a result of you complaint to the involved party, you may be required to testify to the above Court of Law.

PLEASE RETURN COMPLETED FORM TO CITY HALL ON-SITE OR BY EMAIL

SIGNATURE: DATE:

CITY OF MORNING SUN

11 EAST DIVISION STREET, PO BOX 426

PHONE: 319-868-7936 **FAX:** 319-868-4291 **EMAIL:** deputyclerk@cityofmorningsun.com

www.cityofmorningsun.com

RECEIVED BY: _____ DATE: _____

-CITIZEN COMPLAINT FORM-

******OFFICE USE ONLY******

CITIZEN COMPLAINT INVESTIGATION FOLLOW-UP

Employee/Department Handling Investigation: _____

Is Complaint Valid

YES NO LEGAL ADVICE NEEDED

REMARKS _____

Other:

Photographs Taken

Prior Complaints on Record

Other _____

Action(s) Taken

Courtesy Call to Violator *Date* _____ *Time* _____

Certified Letter to Violator

Email Council with Details of Violation

Follow Up Inspection

Municipal Infraction Filed

Abatement Proceeding Started

Mediation Recommended

No Action Taken

NUISANCE ABATMENT TIMLINE:

Complaint Received _____

Police Investigation Deadline Given _____

City Hall Mailed Certified Letter to Violator _____

10 Day Follow-up _____

Notice to Abate Mailed _____

Violation Taken Care of _____

Violation Cleared by City Hall _____

Municipal Infraction Filed _____

Sent to City Attorney for Prosecution _____

Comments: _____

Follow-up with Citizen YES NO Method of Follow-Up: _____

CLOSE DATE: _____ ELECTED OFFICIAL SIGNATURE _____