



601 2nd Street
Griswold, IA 51535
Phone: 712-778-2615
Fax: 712-778-2619
griscity@netins.net

Citizen Complaint Form

Please complete the following information so that the City can investigate your complaint. If the city finds that your complaint is appropriate, the information on this form will be used to properly fill out the abatement notice. The abatement notice will be sent to the property owner upon which the nuisance is located.

Please print clearly

Name _____ Date _____

Address _____ Phone # _____

If requested, will you attend a City Council meeting to explain your complaint? YES _____ NO _____

Nature of Complaint: (include the date, time, address, and facts of your complaint)

Explain how you feel the complaint should be resolved:

Should a simple notice not suffice and a citation is issued, you may be required to testify to the above complaint in a Court of Law. Do you agree to testify? YES ___ NO ___ (if you check NO, it is possible that the City will not take any action on your complaint.)

SIGNATURE: _____

DATE: _____

All complaints must be signed and dated to be considered valid.

- Mayor Brad Rhine
- City Manager Laura Hansen
- City Clerk Hannah Bierbaum

- Council Members
Julie Adams, Ryan Askeland, Carol Preston, Carmen Sorensen, Kirk Stapleton

OFFICE USE ONLY

Received By _____ Date _____

Referred To _____

Citizen Complaint Follow-Up

Is Complaint Valid

- Yes
- No
- Legal Advise Needed

Remarks: _____

Other:

- Photographs Taken
- Prior Complaints on Record

Remarks: _____

Action(s) Taken

- Letter to Violator
- Municipal Infraction Filed
- Abatement Proceeding Started
- No Action Taken

Remarks: _____

Municipal Infraction or Abatement Timeline: (include dates where applicable)

- Complaint Received
- Investigation Completed
- Letter Mailed to Violator
- 15 Day Follow-up
- Notice to Abate Mailed
- Municipal Infraction Filed
- Violation Taken Care of
- Sent to City Attorney for Prosecution

Remarks: _____

Follow-up with Citizen: Yes _____ No _____

Method of Follow-up: _____