*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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_