

City of Hewitt

County of Todd

State of Minnesota

Mayor: Juanita Mitchell

City Clerk/Treasurer: Michael Dagen

Council Members:

Lead Maintenance Operator: Luke Mitchell

Jim Opelia

Operators: Aaron Fore, Adam Templin

Alice Melzer

Donald Fitzgerald

Alex Weego

Complaint Policy

It is the intent of the City Council of Hewitt to provide a standard, whereby complaints and concerns of the citizens of Hewitt will be resolved in a consistent manner.

Administration and Management

All complaints will be in writing and signed by the complainant. No anonymous complaints will be considered. The complaints will be turned into the City Clerk, who will channel the complaint to the proper committee. Complaints that need council action will be put on the agenda and will be acted on at the next regular council meeting.

Verbal complaints will not be accepted. The complainant will be instructed to turn in a written report, complete with all details that are needed to make a fair evaluation.

Every effort will be made to resolve all complaints in a fair and timely manner.

Policy adopted by the City of Hewitt on May 10, 2005.

509 East Third Avenue, PO Box 91, Hewitt, MN 56440

Phone: 218-924-4343 Fax: 924-4366 Clerk's Email: cityofhewitt@arvig.net

City of Hewitt

Complaint Form

Date Filed:

Time Filed:

Complainant's Printed Name:

Complainant's Address:

Complainant's Telephone Number: (____)____-_____

Nature of Complaint:

Complainant's Signature:

Complaint Received by:

Date Received:_____

Violation of Ordinance #:_____Section:_____

Action Taken:

City Clerk/Treasurer

Date of Action: ___/___/___

