

City of Sully
318 6th Avenue – P.O. Box 247 – Sully, IA 50251
Phone: 641/594-3493 Fax: 641/594-2978
Email: sullycty@netins.net Website: www.sullyia.com

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 contained 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.

Date _____

Name _____

Address _____ Phone Number _____

You may be required to attend a City Council meeting to explain your complaint

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

Explain how you feel the complaint should be resolved:

Should a citation be issued, you will be required to testify to the above complaint in a Court of Law.

Signature _____ Date _____

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

City Office Use Only:

Received by: _____ Date _____

Mayor's Signature: _____ Date _____

Comments: _____

Complaint Procedure

All Criminal, Civil Claims, Complaints, or Ordinance Violations; All traffic and Criminal issues will be referred to the Jasper County Sheriff's Office. Matters under this procedure are not limited to municipal infractions but are open to all manner of needs of the residents. The City Clerk will direct each complaint to the appropriate City official for investigation and disposition.

1. Citizen addresses complaint to Mayor, Council member or Staff.
 - A. Mayor, Council Member or Staff Member will inform citizen to file a formal Complaint at City Office and the procedure for doing so.
2. Citizen fills out complaint form and returns it to City Office. Complaints will be considered unsubstantiated if a formal complaint form is not completed and signed. Unsubstantiated complaints will warrant no action by the Mayor, Council or Staff.
3. Complaint and complaint form will be reviewed by Mayor and Zoning Administrator or City Staff and will be investigated for validity and resolution. Matters found not valid will be dismissed without action. You will be notified of the City's decision not to pursue your complaint and why it is not being pursued.

Complaint Procedure (continued)

A. If found valid:

1. AND this is the first complaint received, an abatement notice entitled "Notice of Violation and Warning" will be delivered or sent to the offender specifying the complaint and the action required to be in compliance with the Ordinances of the City of Sully. Notice will also include a reasonable time frame for abatement. This Notice will be sent by certified mail, return receipt to defendants last known address or appropriate body. Example: matters involving street repairs will be referred to Public Works Department, and Street, Alley and Sidewalk Committee. The matter will be directed to the City Council in the event that simple resolution is not possible and the City Council will be kept apprised of issues in progress.

B. In the event that the abatement has not occurred in the time frame allowed or in the event of a second complaint, after the first abatement period has expired, a municipal citation will be issued entitled "Municipal Infraction, City of Sully Ordinance Violation." This Notice will be delivered by personal service by any official authorized by the city to enforce ordinances. A copy of the citation will be retained by the issuing official and one copy shall be sent to the Clerk of the District Court.

4. Should a citation be issued, and the recipient decides not to correct the matter, the recipient must come to the Jasper County Clerk of Court to pay the fines and costs associated with municipal infraction citations, or pay the Jasper County Treasurer's Office in the case of fines that have been certified as liens against property.

5. Should the recipient dispute any portion of the citation and refuse payment, recipient shall appear at the time and date on the citation and request that the matter be set for Court hearing.

6. In all cases referred to the appropriate court, the property owner will be required to pay the court costs incurred by the City if the property owner is found to be in violation or if the property owner abates the nuisance before the court hearing and the hearing is canceled at the request of the City Attorney.