

**City of Calamus**  
**Resolution No. 23-26 Complaint Policy**

All complaints received shall be in writing on the enclosed city complaint form and signed by the person submitting the complaint. Signed complaints are required by all; including but not limited to citizens, the general public, members of the city council, the Mayor, and city employees. Written complaints are not anonymous and are considered a public record subject to written records requests. A written complaint must be accompanied by photos or video to be considered valid and submitted by the person making the complaint.

Complaint Process

Step 1 Written Complaint

- 1) Upon a written complaint being submitted to the City Clerk's office, the City Clerk will give a copy to the nuisance committee which shall be composed of the Mayor, a Council member appointed by the Mayor, and the Public Works Superintendent.
- 2) A majority of the nuisance committee ( $\frac{2}{3}$ ) shall determine if the complaint is valid and if the nuisance exists by emailing a response to the City Clerk that the complaint is valid or invalid. If the complaint is valid, the public works department shall take photos to submit to the City Clerk. If the complaint is invalid, the City Clerk shall notify the person who made the complaint.
- 3) Once a complaint is determined to be valid, proceed to step 2.

Step 2 Notice to Abate

- 1) The City Clerk will issue a Certified Letter with return receipt that states this is the final request to abate the nuisance and correct the complaint within ten (10) days. Failure to abate the nuisance, resolve the complaint, or submit a written appeal to the nuisance committee will result in a municipal infraction being issued per the City's schedule of fines.
- 2) The Nuisance Committee members will each email a response to the City Clerk that the complaint is still valid or that it has been corrected after ten days. If it is still valid proceed to step 3.

Step 3 Citation

- 1) The City Clerk will issue a municipal infraction citation, signed by the Mayor and send to it the property owner and contract holder by certified mail with restricted return receipt. If it is the 1st or 2nd citation for the same offense within a two year timeframe, no court appearance is required. The optional court hearing date can be set for a minimum of sixty days out.
  - a) If the citation is returned unclaimed, the City Clerk shall request a deputy serve the citation and obtain a signature. If the deputy cannot reach a property owner to be served, the citation will be added to the City Council agenda for further action.
- A) Complaint process is considered complete once the complaint is considered invalid, corrected, or a citation has been issued and the owner is found guilty/finned or not guilty.

2) A 2nd or 3rd offense citation would occur if additional written complaints are received and the process is repeated within a two year timeframe. Written complaints received after the two year timeframe are considered a first offense.

Passed by the City Council of the City of Calamus on October 2nd, 2023 and approved this 2<sup>nd</sup> day of Oct 2023.

Ayes:

Nayes:

Mayor Lance Goettsch: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Melissa Conner, City Clerk

City of Calamus

Complaint Form

\*Complaint's are public record\*

**Complainant Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number (optional): \_\_\_\_\_

Email Address: (optional): \_\_\_\_\_

**Complaint:** Please include the name if known, address, specific details of the code violation. Supporting documentation such as photos or videos are required to substantiate the complaint or the complaint will be marked invalid.

Name of Property Owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Details of code violation/complaint:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain how you believe this could be resolved or specific action you are requesting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If required, will you attend a court hearing to testify to the statements on this form? Yes \_\_\_ No \_\_\_

Signature of complainant: \_\_\_\_\_ Date \_\_\_\_\_

\*All complaints must be signed and dated to be considered valid\*

(Office Use Only)

Copy given to the nuisance committee on \_\_\_\_\_

Nuisance committee responses: Mayor \_\_\_ Council Member \_\_\_ Public Works Superintendent \_\_\_

Complaint is Valid \_\_\_, Corrected \_\_\_, Invalid \_\_\_\_\_.

Step 2: Ten (10) days to abate \_\_\_\_\_ Appeal received \_\_\_\_\_ Appeal results \_\_\_\_\_

Step 3: Citation issued \_\_\_\_\_ Court Appearance on \_\_\_\_\_ Guilty \_\_\_ Not Guilty \_\_\_ Fines Paid \_\_\_\_\_

Complaint Process Complete and marked: Invalid \_\_\_ Corrected \_\_\_ Citation Issued \_\_\_\_\_

City of Calamus  
Complaint Appeal Form

**Appellant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: (optional): \_\_\_\_\_

Please provide details of the appeal request and any special circumstances that may need to be considered regarding the complaint received:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of appellant: \_\_\_\_\_ Date \_\_\_\_\_

\*All appeals must be signed and dated to be considered valid\*

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(Office Use Only)

Appeal provided to the Nuisance Committee on \_\_\_\_\_

Appeal is found by Committee to be : Approved\_\_\_ Denied\_\_\_ Corrected \_\_\_