

CITY OF MILROY  
CITIZEN COMPLAINT POLICY

When a citizen has a concern, they want to register, they must file the concern **in writing**, on a form to be provided by the city. The form is available at City Hall, on the city website at [milroy.municipalimpact.com](http://milroy.municipalimpact.com), by US Mail or by e-mail. People reporting a concern will be asked to provide as much detail as necessary so that the concern can be investigated. City staff will contact the person reporting the concern and notify them what action, if any has been taken. It is the policy of the city to work with citizens to properly remedy and resolve all concerns in a courteous manner.

Please return the form to the City Clerk's Office or the Mayor at [milroycouncil5@gmail.com](mailto:milroycouncil5@gmail.com) or send to 403 Lexington Street, Milroy, MN 56263

People refusing to file a signed complaint will have their complaint heard, but no action is guaranteed to be taken.

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CITIZEN COMPLAINT FORM

Please select the area in which this concern involves:

- ☐ City Staff
- ☐ Public Works (Water, Sewer, Streets)
- ☐ Ordinance Violation (please specify) \_\_\_\_\_
- ☐ Other (please specify) \_\_\_\_\_

Notice under the Minnesota Government Data Practices Act: The City of Milroy collects your personal information on this form to help investigate the complaint and inform you of the results. The data from this form will be used by the City Clerk or the person who is investigating the complaint on behalf of the city. Your personal information will be kept confidential and will not be disclosed to the person about whom you are complaining. You are not required to provide any personal information, but this may prevent the city from investigating your complaint and/or informing you of the results.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Please write below the concern:

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Signature of Citizen \_\_\_\_\_

**Office Use Only**

Employee Handling the concern \_\_\_\_\_ Date \_\_\_\_\_

Received \_\_\_\_\_

Action Taken \_\_\_\_\_

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