

City of Hewitt

County of Todd

State of Minnesota

Mayor Juanita Mitchell

Council Members:

Donald FitzGerald

Johannes Marsland

James Opelia

Alice Schweninger

Clerk/Treasurer: Miriam A. Collom-Winters

Lead Maintenance Operator: Aaron Fore

Maintenance Operator:

Adam Templin

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 area to be acted on. 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.

Luke Mitchell, Mayor