

# City of Kandiyohi

## Ordinance Violations Policy

### **POLICY:**

When a citizen has a complaint about anything related to a City of Kandiyohi Ordinance Violation, they shall file a signed complaint in writing. This form will be provided by the city and may be requested at City Hall. The form can be dropped off, sent by US Mail, or by e-mail. The complainant's name is not considered public data and will not be publicly noted.

### **PROCEDURE:**

1. The City Clerk/Treasurer will forward a completed form to the to the mayor or to the City Council on a rotational Schedule to determine what, if any, action shall be taken.
2. Telephone complaints will not be accepted.
3. Anonymous complaints will not be considered valid, and action will not be taken.
4. Once action has been taken, the Council may decline to address the same complaint more than once during a three-month period of time.
5. Upon the completion of any said action, the complainant will be notified of the action taken.

Policy Adopted by the Kandiyohi City Council this 21st day of August 2023.

Attest:

\_\_\_\_\_  
/s/  
Jonathan Lindstrand, Mayor

\_\_\_\_\_  
/s/  
Julie Woltjer, Clerk/Treasurer

**City of Kandiyohi**

432 N Atlantic Avenue

PO Box 276

Kandiyohi, MN 56251

Phone: 320-382-6110

Email:cityofkandiyohi@gmail.com

**ORDINANCE VIOLATION COMPLAINT FORM**

DATE: \_\_\_\_\_

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

Phone: \_\_\_\_\_ or Email: \_\_\_\_\_

**Please indicate below your complaint/concern:**

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

Address of the Property Where the Issue is: \_\_\_\_\_

\_\_\_\_\_

**Do you wish to be notified of the action decided on by the City Council of Kandiyohi?**

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**A reply will be given within 10 days of receiving this form.**

\*\*\*The identity of a person making a complaint about a violation of law or ordinance concerning the use of real property is confidential data. This classification is used to shield the identity of an individual who complains to a government agency from anyone who might seek retribution against the complainant.

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**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Referred to: \_\_\_\_\_ Replied on: \_\_\_\_\_

Ordinance Violated: \_\_\_\_\_ Resolved: *Yes No* Pending: *Yes No*

*(NOTE: Return completed form to City Clerk/Treasurer)*