

# Citizens Complaint Form

City of Beaver Bay

Phone: 218-226-3251

Email: City@beaverbaymn.com

Date of Incident: \_\_\_\_\_

To: All complaints will be submitted to the City Administrator. If your complaint is about the City Administrator your complaint will be forwarded to the Mayor and Council for review.

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

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

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

**Please Indicate below your complaint or concern:**

(include details, time, location, and possible solution, if applicable; attach additional pages, if needed)


Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The identity of a person making a complaint or concern 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 may seek retribution against the complainant.

A reply will be given within 3 business days of the complaint being submitted.

**Office Use Only**

Date Received: \_\_\_\_\_

Referred to: \_\_\_\_\_

Replied on: \_\_\_\_\_

Notation:


Resolved: YES NO

Pending: YES NO

BY: \_\_\_\_\_ Date: \_\_\_\_\_