

RESOLUTION NO. 21-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EARLY, IOWA
THAT CITIZEN'S COMPLAINTS BE SUBMITTED
IN WRITING**

WHEREAS, the City has determined its procedure on how Citizen Complaints are submitted and resolved is time consuming and an unnecessary interruption to the performance of the City Clerk's duties; and

WHEREAS, the City Clerk has been accepting verbal complaints from the citizens which time would be better used and more efficient if Citizen Complaints were submitted in writing.

NOW, THEREFORE BE IT RESOLVED, by the City Council as follows:

To be acted upon, Citizen Complaints will be submitted to the City Clerk of Early, Iowa in writing in the form to be available on the City of Early website or picked up at the clerk's office, and shall be submitted either by mail or email, as of May, 11, 2021. Complaints will be addressed in the order they are submitted by the City Council at the regular monthly meeting unless as emergency shall exist.


PASSED, APPROVED AND ADOPTED on this 11th day of May, 2021 by the following vote:

AYES: *Pickhinke, Cougill, Mason.*

NAYES: *NONE*

ABSENT: *Schmitt, Langner*

ABSTAIN: *NONE*


Sharon Irwin, Mayor

ATTEST:


Lexi Bainbridge, City Clerk