

Town of Hermosa

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Town of Hermosa Complaint - Action Form

Name of person complaint being filed against: _____

Name of person filing complaint: _____

Email of person filing complaint: _____

Date complaint was received: _____

Address/Location of complaint: _____

Complaint:

_____ Location needs general clean-up _____ Location needs grass mowed

_____ Location needs sidewalk snow removal _____ There are dead trees in the roadway

_____ The sidewalk is broken and dangerous _____ Plugged storm drain

_____ Drainage problem in street or alley _____ Pothole(s)

_____ Street Sign (circle one: broken, missing, needs replacing, needs a sign)

_____ Problem with a dog/cat/other animal (circle one: barking, vicious, at large)

_____ Debris blowing around

_____ Other/Explain: _____

Who should do the follow-up action?

_____ Finance Officer _____ City Maintenance _____ Trustee

What should they do?

_____ Send letter regarding problem _____ Contact Marshal to serve notice/ticket (circle one)

_____ Have city crew fix the problem

Is billing required? Yes _____ No _____

Other follow-up action (please explain)

Signature of Complainant _____ Date _____

Signature of person taking complaint _____

Town of Hermosa Complaint - Action Follow Up

FOR TOWN USE - DO NOT COMPLETE

Who did the follow-up action? (mark all that apply)

_____ Finance Officer

_____ City Maintenance

_____ Council Member

What did they do? (mark all that apply)

_____ Send letter regarding problem

_____ Contact Marshal to serve notice/ticket (circle one)

_____ Have city crew fix the problem

Is billing required? Yes_____ No_____ Amount to bill \$_____

Other follow-up action (please explain)

Date Complaint Resolved: _____

Official: _____