

**TOWN OF GYPSUM
CITIZEN ISSUE FORM**

Dear Citizen:

Thank you for your interest in your Town. Your suggestions and comments are welcome. Please fill out this form in its entirety. **Forms must be turned in with a contact name, phone number and both physical and mailing address to be considered.** This form may be copied to the appropriate staff and Mayor and Council Members for review.

Date of incident/issue: _____		Approximate time of day: _____		
Town Department involved:	Trash Service	_____	Financial	_____
	Planning and Zoning	_____	Water	_____
	Office Staff	_____	Streets	_____
	Snow Removal	_____	Parks	_____
Incident/Issue involves:				
Person or persons: _____				
Equipment: _____				
Briefly describe the situation: _____				

Other comments or suggestions: _____				

<i>This Section Must Be Completed</i>	
Your name: _____	Your phone number: _____
Your physical address: _____	
Your mailing address: _____	

<i>Office Use Only</i>	
Copied to: _____	

Review at Council Meeting? Yes ___ No ___ Date of Meeting: _____	
Follow up: Citizen called? Yes ___ No ___ Date: _____ By Whom _____	
Further action needed/taken: _____	