

# CITY OF LA CROSSE: PUBLIC RECORDS NOTICE

Post pursuant to §19.34 Wisconsin Statutes

The City of La Crosse is a Wisconsin municipal corporation. Indicated below are the legal custodians of public records of the City of La Crosse. Except as otherwise provided, members of the public may obtain access to and copies of the City's public records as provided in Chapter 19, Wis. Stats., and La Crosse Municipal Code Chapter 2, Article VI, by contacting the following individuals directly:

### CITY OF LA CROSSE LEGAL CUSTODIANS OF RECORDS

- A. The City Clerk is the legal custodian for the Common Council and for any committees (Cmte.), commissions (Comm.), boards, or other authorities created by ordinance or resolution of the Common Council that are not otherwise listed below. The City Clerk's office is located at City Hall, 400 La Crosse St., La Crosse, WI 54601.
- B. The Department Heads of the following departments are the legal custodians for public records in their possession:

DEPARTMENT & Related Committees	LEGAL CUSTODIAN	ADDRESS
AIRPORT, Aviation Board	<i>Director of La Crosse Regional Airport</i>	2850 Airport Rd, c/o Airport Director's Office, La Crosse, WI 54601
CITY CLERK'S OFFICE, Common Council, Board of Public Works, Board of Zoning Appeals, Citizens Board of Review, Ethics Board	<i>City Clerk</i>	400 La Crosse Street, La Crosse, WI 54601 (2nd Fl)
ENGINEERING DEPARTMENT	<i>Director of Engineering and Public Works</i>	400 La Crosse Street, La Crosse, WI 54601 (4th Fl)
FINANCE, Treasurer	<i>Director of Finance</i>	400 La Crosse Street, La Crosse, WI 54601 (6th Fl)
FIRE DEPARTMENT	<i>Fire Chief</i>	726 5th Avenue South, La Crosse, WI 54601
HUMAN RESOURCES, Police and Fire Comm., Room Tax Comm., Employee Benefit Trust Fund Cmte	<i>Director of Human Resources</i>	400 La Crosse Street, La Crosse, WI 54601 (6th Fl)
INFORMATION AND TECHNOLOGY (City Employee Technology Support)	<i>Director of Information and Technology</i>	400 La Crosse Street, La Crosse, WI 54601 (5th Fl)
LA CROSSE CENTER, La Crosse Center Board	<i>Director of Parks and Recreation</i>	300 Harborview Plaza, La Crosse, WI 54601
LEGAL DEPARTMENT, Market Square Condominium Association	<i>City Attorney</i>	400 La Crosse Street, La Crosse, WI 54601 (6th Fl)
LIBRARY, Library Board	<i>Library Director</i>	800 Main Street, La Crosse, WI 54601
MAYOR'S OFFICE	<i>Mayor</i>	400 La Crosse Street, La Crosse, WI 54601 (6th Fl)
MUNICIPAL COURT	<i>Municipal Judge</i>	400 La Crosse Street, La Crosse, WI 54601 (1st Fl)
MUNICIPAL TRANSIT UTILITY (MTU), MTU Board	<i>Director of Transit</i>	2000 Marco Drive, La Crosse, WI 54601
PARKS & RECREATION, FORESTRY, FACILITIES AND GROUNDS, Board of Park Commissioners, Building and Grounds, Joint Board of Harbor Commissioners	<i>Director of Parks and Recreation</i>	400 La Crosse Street, La Crosse, WI 54601 (1st Fl)
PLANNING and DEVELOPMENT, Assessor's Office, Building & Inspections, City Plan Comm., Redevelopment Authority, Heritage Preservation Cmte, Economic and Community Development Comm., Building and Housing Appeals Board, Bicycle-Pedestrian Advisory Cmte., Climate Action Plan Steering Cmte., Commercial/Multi-Family Design Review Cmte., Floodplain Advisory Cmte., Human Rights Comm., Joint Review Board	<i>Director of Planning and Development</i>	400 La Crosse Street, La Crosse, WI 54601 (1st Fl)
POLICE	<i>Police Chief</i>	400 La Crosse Street, La Crosse, WI 54601 (1st Fl)
STREETS, Refuse & Recycling	<i>Superintendent of Streets</i>	MSC, 2000 Marco Dr, La Crosse, WI 54601
WATER, WASTEWATER, and STORMWATER UTILITIES	<i>Utilities Finance and Compliance Manager</i>	400 La Crosse Street, La Crosse, WI 54601 (5th Fl)

#### ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

City of La Crosse records are accessible to the public Monday through Thursday, from 8:00 a.m. to 4:00 p.m., or such other hours as the department is open to the public. In some cases, records may require retrieval and therefore may not be immediately available for inspection.

The City of La Crosse may charge fees as permitted under law including for the actual, necessary, and direct costs of copies, reproduction, and/or transcription of records and their delivery. See Fee Schedule, La Crosse Municipal Code Appendix C, 2-261. Additional search fees may be charged only if the record search exceeds \$50. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay. Please confirm the fee before you finalize your request.

#### PROCEDURES TO FOLLOW TO REQUEST COPIES OF RECORDS

1. Make your request orally or in writing to the Legal Custodian listed. If the records are not maintained by the Legal Custodian, ask for help in determining where that record information is kept.
2. Once contacted, the Legal Custodian will review your request to determine if the record exists. Any request for a record must reasonably describe the record sought. (Please note that not all record information is available for inspection or copying because access may be prohibited by state or federal law.)
3. Once your request has been reviewed, and the Legal Custodian determines existence of the record and accessibility, the Legal Custodian will provide you with a copy of the record or allow you to inspect the record and provide a place for that review.
4. If your request is denied in whole or in part, the Legal Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you.
5. Please make your check payable for the exact amount to: City Treasurer, or as otherwise indicated by the Legal Custodian.