



City of La Crosse, Wisconsin

City Hall
400 La Crosse Street
La Crosse, WI 54601

Meeting Minutes

Human Rights Commission

Wednesday, December 10, 2025

5:15 PM

Zoom Virtual Meeting Room

Rescheduled

This meeting will also be conducted through video conferencing.

Join Zoom Meeting:

<https://cityoflacrosse-org.zoom.us/j/82011961171?pwd=QDLnaJmMpwhO1JkQl8qqqKY6vR3ucu.1>

Meeting ID: 820 1196 1171 Passcode: 873475

Join by Phone: +1 646 931 3860

Call to Order

Bakalars called the meeting to order at 5:18 PM.

Roll Call

Present: 6 - A Xiong, Kimberly Cable, Gretchen Guinn Paquette, Claire Bakalars, Rosanne Northwood, Marissa Sutherland

Excused: 1 - Kerrigan Trautsch

Approval of Minutes

A motion was made by Paquette, seconded by Cable, that the Minutes be APPROVED. The motion carried by voice vote.

Agenda Items:

- 1 [25-1395](#) Discrimination Complaint - David Young v. La Crosse Salvation Army re: Sack Lunches

Neither complainant nor respondent were present at the meeting. While there is not a formal policy in these instances, it would be up to the Commission on how to proceed.

A motion was made by Northwood, seconded by Cable, that this General Item be REFERRED for 30 days. The motion carried by voice vote.

- 2 [25-1396](#) Discrimination Complaint - David Young v. La Crosse Salvation Army re: Milk

Neither complainant nor respondent were present at the meeting. While there is not a formal policy in these instances, it would be up to the Commission on how to proceed.

A motion was made by Northwood, seconded by Cable, that this General Item

be REFERRED for 30 days. The motion carried by voice vote.

3 [25-1341](#)

Discussion on the creation of rules for staff review of submitted complaints

Wertheimer provided an overview. Clerk reviews for complaints against City and forwards them to State or Federal Departments. Clerk will ask for Attorney's assistance on questionable complaints. For example, some lack specificity in who the complaint is against. Many complaints don't have dates on them. There is not an appointed staff person to help people fill out the form, but staff does give guidance on how to prepare for the meeting. Staff can't give legal advice. Cable said agencies like Salvation Army have internal grievance procedures and complaints could go to them. If information is missing in the form, staff can request missing information, or reject the form with the reason, and they can resubmit. Northwood supports having separate meetings with just complainant and just respondent. Paquette suggested that the date could be a separate required field. Bakalars suggested providing contact information of someone who can help with filling out the form; the form should also be translated -- generally, the forms could be the 3 top languages spoken in our area, outside of English. Northwood suggested revising descriptions so it's not assumed that HRC just does housing complaints, and to make directions more user-friendly. For complainants needing help filling out the form, Legal Aid could be a resource, or local bar association, which sometimes offers aid. The Commission and could work with other organizations to develop and promote educational materials on discrimination. A suggested putting more information, such as a checklist, about what complainant needs in their narrative to show there was discrimination; multiple questions with separate field could help to guide them. A also wanted to staff to consider doing intake interviews. Northwood shared that Madison and Milwaukee have good examples of discrimination complaint forms.

Adjournment

Bakalars adjourned the meeting at 6:16 PM.

Notice is further given that members of other governmental bodies may be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.

NOTICE TO PERSONS WITH A DISABILITY

Requests from persons with a disability who need assistance to participate in this meeting should call the City Clerk's office at (608) 789-7510 or send an email to ADAcityclerk@cityoflacrosse.org, with as much advance notice as possible.