

CITY OF DECORAH ADMINISTRATIVE POLICY

POLICY NUMBER: 19 – 1

SUBJECT: Downtown District United States, Luther College, and Decorah Community School District Flag Display Policy

APPROVED BY: City Council
ADMINISTERED BY: City Manager

EFFECTIVE DATE: May 2019

Purpose: The purpose of this policy is to provide consistent policies, standards, and procedures for the display of USA, Luther College, Decorah Community School District, and special interest flags in the downtown district.

Scope: This AP applies to city owned street light poles in the downtown district, the College Drive / West Decorah area, and the Short Street corridor.

This AP does not apply to street banners displayed in these areas.

Responsibility: The city manager and street commissioner are responsible for dissemination and conformance to the provisions of this AP.

General Policy:

The city manager is responsible for consistently and fairly applying this policy to ensure the proper display of flags per US code and city council directive.

The display of the United States flag shall be governed by the approved council directive regarding proper dates and display methods and shall follow federal code 94.344.

The display of the Luther College flag shall be as approved by the city council and as outlined in the memorandum of understanding between Luther College and the City.

The display of the Decorah Community School District flag shall be as approved by the city council and as outlined in the memorandum of understanding between the District and the City.

The display of community-oriented flags or flags of special interests shall be as approved by the city council and as outlined in this administrative policy and only in conjunction with a special event application.

Guiding Rules:

United States Flag:

1. Flags will be flown during the evening or inclement weather per guidelines in Public Law 94-344, Sec 2.
2. When a designated holiday occurs on a Sunday and is celebrated on the following Monday, the flags may be raised on Friday and taken down on Tuesday.
3. On non-scheduled occasions when a civic organization believes the US flag should be displayed, the city manager must be notified at least 48 hours prior to the desired display date. The final decision whether to display the flag shall be made by the city manager in consultation with the executive director of the Decorah Area Chamber of Commerce.
4. Final decision as to whether flags are flown on a specific day shall remain with the street commissioner (usually weather or circumstantial decision).
5. All dates are subject to City Council Approval

a. Martin Luther King Jr Day	3 rd Monday in January
b. President's Day	3rd Monday in February
c. Washington's Birthday	3rd Monday in February
d. Veteran's Day Vietnam	March 29
e. Victory in Europe Day	May 8
f. Norwegian Day	May 17
g. Armed Forces Day	3 rd Saturday in May
h. Memorial Day	Last Monday in May
i. Flag Day	June 14
j. Independence Day	July 4
k. Nordic Fest	Last full weekend in July
l. Victory over Japan Day	September 2
m. Labor Day	1 st Monday in September
n. September 11	
o. Veteran's Day	November 11
p. Election Day	1 st Tuesday after the 1 st Monday in November
q. Presidential Inauguration	Every fourth year

Luther College Flag

1. Luther College will provide all flags to be flown, the Decorah Street Department will supply poles, hardware, maintenance and installation.
2. The Luther College vice-president for communications and marketing will notify the street department 48 hours in advance of flags being flown for special events, a special memorandum of understanding will be authorized at approximately the start of each academic semester.
3. Final decision as to whether flags are flown on a specific day shall remain with the street commissioner (usually weather or circumstantial decision).
4. Flags will be flown on Water Street and the College Drive Bridge light posts with brackets.

5. All dates are subject to city council approval
 - a. Student move-in, orientation and welcome week (August)
 - b. Homecoming weekend (October)
 - c. Family Weekend (September)
 - d. Christmas at Luther (December)
 - e. Commencement (May)
 - f. Board of Regents meetings on campus
 - g. Athletics
 - i. Conference championship
 - ii. Hosting conference tournaments

School District Flag

1. The District will provide all flags to be flown, the Decorah street department will supply poles, hardware, maintenance and installation.
2. The associate principle / activities director will notify the street department 48 hours in advance of flags being flown for special events, a special memorandum of understanding will be authorized at approximately the start of each academic semester.
3. Final decision as to whether flags are flown on a specific day shall remain with the street commissioner (usually weather or circumstantial decision).
4. Flags will be flown on Water Street light posts with brackets only.
5. All dates are subject to city council approval
 - a. Homecoming weekend (October)
 - b. Commencement (May)
 - c. Activities
 - i. State Championships
 - ii. Hosting conference or state tournaments or activities

Community-oriented and special interest flags

1. Any organization fitting this criterion and authorized to fly special flags shall provide all flags to be flown, the Decorah street department will supply poles, hardware, maintenance and installation.
2. Any community organization wishing their flag to be flown must present such request at least one month in advance of the special event or activity to the office of the city clerk.
3. Final decision as to whether flags are flown on a specific day shall remain with the street commissioner (usually weather or circumstantial decision).
4. Flags will be flown on Water Street light posts with brackets only (or alternatively, flags to be flown only in the one-block area of the special event).
5. Community-oriented and special interest flags shall include flags belonging to those local organizations that serve residents of Decorah and Winneshiek County, provide a broad community interest, appeal to a wide cross-section of residents, and reflects the values of the community. Display of flags shall be in association with and listed in a special event or organized activity as shall be authorized under provisions of City Code Section 5.26 – Special Events.

- 6. Generally recognized, city owned, US flag poles shall not be used for community-oriented and special interest flags.
- 7. Two portable flag poles in front of the Municipal Building may be used for special one day event flags.

Any proposed changes or exceptions to this policy shall be made by written request to the city manager justifying need, proposed solution and effective dates of changes.

Chad A. Bird
City Manager

Date