

CITY OF ONALASKA MEETING NOTICE

COMMITTEE/BOARD: Parks & Recreation Board

DATE OF MEETING: January 22, 2018 (Monday)

PLACE OF MEETING: City Hall – 415 Main Street (Room 112)

TIME OF MEETING: 5:15 P.M.

PURPOSE OF MEETING

1. Call to Order and roll call.
2. Approval of minutes from the previous meeting.
3. Public Input (Limited to 3 minutes/individual)

Consideration and possible action on the following items:

4. Discuss the leasing/rental of space at the Great River Landing to Explore La Crosse
5. Donation request from American Legion for playground equipment
6. Award 2018 Summer Activity Guide Printing – bid deadline is 1:00PM on January 22nd
7. Award volleyball standard quote to Games People Play in the amount not to exceed \$12,159
8. Food Truck Policies and Procedures Manual
9. Report from La Crosse County Bluffland Steering committee
10. Report from Onalaska Enhancement Foundation
11. Report from Great River Landing Committee
12. Director's Report
 - a. Parks Update
 - b. Recreation Update
 - c. Aquatic Center Update
 - d. Omni Center Update

Adjournment

PLEASE TAKE FURTHER NOTICE that members of the Common Council of the City of Onalaska who do not serve on the Board may attend this meeting to gather information about a subject over which they have decision making responsibility.

Therefore, further notice is hereby given that the above meeting may constitute a meeting of the Common Council and is hereby noticed as such, even though it is not contemplated that the Common Council will take any formal action at this meeting.

NOTICES MAILED TO:

Mayor Joe Chilsen	
*Ald. Jim Binash	*Gretchen Newhouse
Ald. Jim Olson	*Andrea Benco
Ald. Jerry Every	*Brian Udermann
Ald. Ron Gjertsen	*Victor Hill
Ald. Harvey Bertrand	*Steven Nott
Ald. Bob Muth	*Obhe Johnson
City Attorney City Administrator	
Dept. Heads	
La Crosse Tribune Coulee Courier	
WIZM WKTY WLXR WKBH	Onalaska Omni Center
WLSU WKBT WXOW	Onalaska Public Library
*Committee Members	

Notices Posted and Mailed: 1/17/18

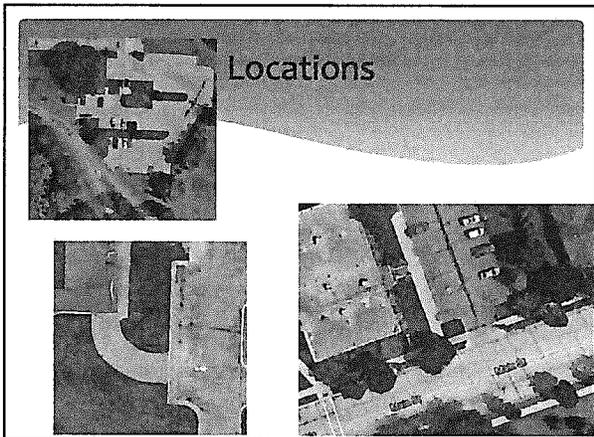
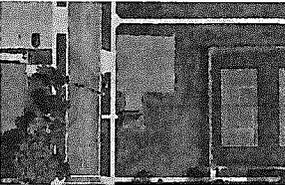
In compliance with the Americans with Disabilities Act of 1990, the City of Onalaska will provide reasonable accommodations to qualified individuals with a disability to ensure equal access to public meetings provided notification is given to the City Clerk within seventy-two (72) hours prior to the public meeting and that the requested accommodation does not create an undue hardship for the City.

Portable Volleyball Standards

Vendor	Cost
Bison Inc. (VB8102DJ)	\$15,564
Games People Play (VB8102DJ)	\$12,159.00

Mobile Food Vendor

- * Not looking for a motion tonight
- * This is here for discussion



Park and Recreation Board
January 22, 2018

Discussion on Leasing/Renal of Great River Landing to Explore La Crosse

- * Alderman Binash

Donation to American Legion

- * Letter is attached to the Agenda
- * I was approached by Alderman Every and asked if I would bring it to the Park and Recreation Board

Summer Activity Guide Printing

Vendor	Cost to Direct Mail	Editing Cost	Design Template	Total Cost + Mailing
Crescent Printing Company	\$320	\$67.00	N/A	\$2,720.00
Quality Resource Group	\$394	\$50.00	N/A	\$6,586.00
LaCrosse Graphics				

Struck-Klandrud Post No. 336

American Legion
P.O. Box 326
Onalaska, Wisconsin
54650



December 20, 2017

Dear Friends:

The Sons of the American Legion (SAL) are truly excited to ring in 2018. Along with that comes a time to reflect on the many projects and support we have provided throughout the years as well as looking forward to new ventures.

One of the projects in dire need is the playground equipment located on the Onalaska American Legion grounds by the ballfields. Currently this equipment is not handicap friendly and severely outdated. The new design will accommodate children from 2-12 along with our physically challenged.

The SAL has committed \$10,000 along with a pledge of \$13,000 from the Onalaska American Legion to assist with the fundraising effort of \$45,000 needed for land preparation and equipment. This is where we need you and your business to help make this become a reality.

The SAL and the Onalaska American Legion believes in the generosity of the community and the numerous projects which makes the Onalaska area a great place to live, work, and play. Both organizations continue to give back to the community in numerous ways (i.e. Onalaska Community Thanksgiving Dinner, Onalaska Emergency Food Basket, Santa's List, Wellness Warrior Program, Operation Homefront, Centering Onalaska, Veterans Court, Jail Ministry, etc.)

Thank you for all your support over the years to the Onalaska Community, Seven Rivers Region, American Legions, and our Veterans. We are looking forward to a great year and hope to see you at the Legion!

SAL Committee

Todd Hagel, Chris Carlson, Dan Ferries, Neil Merritt

Yes, I can help with the Playground Equipment Replacement

Please accept my donation of \$50 ___ \$100 ___ \$250 ___ \$500 ___ \$1000 ___ \$2000 ___
Other ___ (All donors of \$2,000 & more will be recognized on an appreciation plaque)

Name _____

Address _____

E-mail _____ Phone _____

Please make checks payable to: Sons of the American Legion. Put in memo line.... Playground.

Mail your donation forms & check to: SAL, Attn: Chris Carlson, 731 Sand Lake Road, P.O. Box 326, Onalaska, WI 54650

Play has no age Limit...Humans are designed to play throughout our life cycle. Play elevates mood, enhances well-being, and promotes better health and wellness in people of all ages and abilities.

Onalaska Parks and Recreation Department
Portable Volleyball Standards

Vendor	Cost
Bison Inc. (VB8102DJ)	\$15,564
Games People Play (VB8102DJ)	\$12,159.00

City of Onalaska Food Truck Policies and Procedures Manual

I. Permitting Process

- a. Any vendor applying for a Food Truck Permit is required to submit documentation of possession of the following permits:
 - i. A valid La Crosse County Health Department Permit;
 - ii. A Fire Inspection permit that have been approved by a licensed Fire Department
 - iii. Valid automobile and fire liability insurance
 - iv. Pictures of all sides of the food truck visible from the street with a time and date stamp from within the past week. Failure to supply the requested documentation will prohibit the submittal of a Food Truck Permit application. A loss of any of the required permits will result in the revocation of the Food Truck Permit, and requests for a new Permit will require another application and its associated fee.
- b. A non-refundable permit fee of \$200 and \$50 application fee is required at the time of submittal for operations within the City. Application review may take up to 7 to 10 business days. Permits are good for the calendar year.
- c. Applications can be picked up at the Onalaska Parks and Recreation Department
- d. Each application will be reviewed by City of Onalaska staff. When staff has determined that the application is acceptable, the applicant will receive a permit by mail or picked up in the Park and Recreation office.
- e. After the applicant has received their permit, City will allow the food truck to vend in designated City Parks and public spaces.
- f. A Food Truck Permit is only valid for a single vehicle. Food truck operators with more than one truck shall require a separate Permit for each truck.

II. Legally Operating Without a Food Truck Permit

- a. Food trucks may operate at special events/festivals as part of the special event/festival and must abide by all rules and regulations of the special event permit.

III. Permit Renewal

- a. All permitted food trucks requesting an annual renewal of their Food Truck Permit shall do so before December 31st of the current year. If completed by December 31st, the application fee of \$50 will be waived. Food trucks that fail to renew their Food Truck Permit will be required to reapply for and pay all the necessary fees.

IV. General Rules and Regulations

- a. The City Administrator or designee is authorized to make changes to this Manual at any time in order to ensure that the Program is running efficiently, safely, fairly, and in a manner that achieves City of Onalaska goals and objectives.
- b. No food truck operator may operate in designated City Park and Public Spaces in the City of Onalaska without a Food Truck Permit. A loss of the required Mobile Food Service Permit or failure to pay business taxes will result in the revocation of the said Permit.
- c. Possession of a Food Truck Permit does not grant or entitle the holder to sole possession of a specific vending location, unless such a location has been granted by the City of Onalaska.
- d. It shall be the responsibility of the food truck vendor to be familiar with and understand all of the rules and regulations related to food trucks found in the City Code, the Zoning Ordinance, and this Manual, as well as the rules and inspections associated with La Crosse County Health Department requirements.
- e. Food trucks may be temporarily prohibited from operating in the designated City Parks and Public Spaces, or temporarily moved to a nearby location at the request of the City in cases of emergency purposes, construction, or other public benefit or service. The City will provide notification of such removal at least three (3) days ahead of time.

V. General Operation Requirements

The following requirements shall apply to all food trucks and ice cream trucks while in operation:

- a. Food trucks shall sell food that is fresh, cooked-to-order. Therefore, food trucks shall not sell entrees such as hot dogs, pre-made sandwiches, food that is frozen until immediately

before cooking, or any such similar items. This restriction shall not apply to side dishes such as fries, onion rings, or other similar items, or to trucks selling a single, non-entrée item like cupcakes or ice cream.

- b. Valid food truck permits must be openly displayed on all approved food trucks.
- c. The City of Onalaska shall not be liable for any damages caused by the location or operation of a food truck in the City of Onalaska right-of-way or on City of Onalaska property.
- d. All food trucks will be maintained in proper working order and will be free of visible damages, including but not limited to rust, dents, cracked or broken glass, and chipped paint.
- e. No objects associated with the food truck or ice cream truck shall be placed around the vehicle in or on the street, right-of-way, sidewalk, or ground while the vehicle is in operation, including but not limited to chairs, tables, or signs.
- f. Waste receptacle must be provided and it must be emptied regularly so that it is never completely filled and must be removed before the vehicle departs from the spot where it is operating.
- g. The vehicle shall be entirely self-sufficient, and shall not hook up to or attach to any water, sewer, gas, or electric utility. An electric generator may be used while the vehicle is stationary and operating as long as it does not generate noise that can be heard inside any building.
- h. All exchanges between vendors and customers shall take place from a single point of the food truck. When the food truck is parked at the designated location, the point of sale must face towards a sidewalk or curb. If no sidewalk or curb is present, the point of sale shall face away from the nearest street. Under no circumstances shall customers be served while they are in or on a street.
- i. No by-product of food truck operations, including but not limited to trash, grease, grey water, or excess food, shall be disposed of in or on any City of Onalaska property, including but not limited to City trash cans, curbs, gutters, man holes, storm drains, or sewer grates.

VI. Violations

- a. The City Administrator or designee shall have the ability to suspend or revoke a vendor's designated parking location, Food Truck Permit, or participation in the Food Truck Program for any violation of the Onalaska City Code, Zoning Ordinance, or Food Truck Policies and Procedures Manual.
- b. Any food truck that loses its Food Truck Permit for any such violation listed in subsection (a) above will be prohibited from reapplying for a new Food Truck Permit for a period of six (6) months from the date of the revocation of the original Permit.
- c. Food truck vendors who are suspended or removed from the Food Truck Program for violations listed above in subsection (a) will not be entitled to a refund of any application, parking, or other such fees.

VII. Special Events

- a. Food trucks will be permitted to operate at various special City events. To participate in such events, vendors should apply directly to the Department in charge of the event, usually the Parks and Recreation Department.
- b. The City Administrator may waive any portion of this Manual for special events on City of Onalaska property.

VIII. Locations

- a. First Come First serve locations – no addition fees will be charged for these locations – City reserves the right to limit dates of these locations depending on Park events.
 - a. Community Park – (2) vendors may vend in the parking lot near the tennis courts or across the street from the Community Center
 - b. Van Riper Park – (2) vendors may operate in the designated parking spots near the Van Riper Park Shelter #1.
 - i. Hours of operation is from 4:30 pm to 10:00 pm
 - ii. Only available Monday thru Thursday nights
- b. Hot Spot locations – an additional fee for these spots will be charged.

- a. Great River Landing – one vendor will be able to operate during normal park hours
- b. City Hall – one vendor will be able to operate during normal park hours
- c. Fees
 - a. Hot Spot Location
 - i. Daily fee \$25.00
 - ii. Weekly fee is \$125.00
 - iii. Vendors are limited to signing up for one week increments per day.
- d. Hours of Operation
 - a. Hours of operation are from 6:00 am to 11:00 pm, unless otherwise noticed. Food trucks are not permitted outside of these hours without prior written approval.

IV. Insurance Requirements:

COMMERCIAL GENERAL LIABILITY COVERAGE

- a) Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:
 - i) Each Occurrence limit \$1,000,000
 - ii) Personal and Advertising Injury limit \$1,000,000
 - iii) General aggregate limit (other than Products–Completed Operations) per event/location \$2,000,000
 - iv) Products–Completed Operations aggregate \$1,000,000
 - v) Fire Damage limit — any one fire \$50,000
 - vi) Medical Expense limit — any one person \$5,000
- b) BUSINESS AUTOMOBILE COVERAGE– If used before, during or after the event (Clean-up, etc.)
- c) Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– “Any Auto” basis.

- d) WORKERS COMPENSATION AND EMPLOYERS LIABILITY If required by Wisconsin State Statute or any Workers compensation Statutes of a different state.
- e) Must carry coverage for Statutory Workers Compensation and Employers Liability with limits of:
 - i) \$100,000 Each Accident
 - ii) \$500,000 Disease Policy Limit
 - iii) \$100,000 Disease Each Employee

City of Onalaska ~~Food Truck~~ Mobile Food Vendor Policies and Procedures Manual

I. Permitting Process

a. Any vendor applying for a ~~Food Truck~~ Mobile Food Vendor Permit is required to submit documentation of possession of the following permits:

- i. A valid La Crosse County Health Department Permit; or issued by the Wisconsin Department of Agriculture Health Department
- ii. A Fire Inspection permit that have been approved by a licensed Fire Department or a licensed fire protection company
- iii. ~~Valid automobile and fire liability insurance~~ Insurance as described in Section IX (9) following.
- iv. ~~Pictures of all sides of the food truck visible from the street with a time and date stamp from within the past week. Failure to supply the requested documentation will prohibit the submittal of a Food Truck Permit application. A loss of any of the required permits will result in the revocation of the Food Truck Permit, and requests for a new Permit will require another application and its associated fee.~~

b. A non-refundable ~~permit~~ designated park usage annual fee of ~~\$200~~ \$150 and \$50 application fee for usage of said parks or other city owned areas is required at the time of submittal for operations within the City. Application review may take up to 7 to 10 business days. Permits are good for the calendar year.

c. Applications can be picked up at the Onalaska Parks and Recreation Department

d. Each application will be reviewed by City of Onalaska staff. When staff has determined that the application is acceptable, the applicant will receive a permit by mail or picked up in the Park and Recreation office.

e. After the applicant has received their permit, City will allow the ~~food truck~~ Mobile Food Vendor to vend in designated City Parks and public spaces.

f. A ~~Food Truck~~ Mobile Food Vendor Permit is only valid for a single vehicle. Food truck operators with more than one truck shall require a separate Permit for each truck.

II. Legally Operating Without a ~~Food Truck~~ Mobile Food Vendor Permit

- a. ~~Food trucks~~ Mobile Food Vendors may operate at special events/festivals as part of the special event/festival and must abide by all rules and regulations of the special event permit.

III. Permit Renewal

- a. All permitted food trucks requesting an annual renewal of their ~~Food Truck~~ Mobile Food Vendor Permit shall do so before ~~December~~ March 31st of the current year. If completed by ~~December~~ March 31st, the application fee of \$50 will be waived. ~~Food trucks~~ Mobile Food Vendor's that fail to renew their ~~Food Truck~~ Mobile Food Vendor Permit will be required to reapply for and pay all the necessary associated fees.

IV. General Rules and Regulations

- a. The City Administrator or designee is authorized to make changes to this Manual at any time in order to ensure that the Program is running efficiently, safely, fairly, and in a manner that achieves City of Onalaska goals and objectives.
- b. No ~~food truck~~ Mobile Food Vendor operators may operate in designated City Park and Public Spaces in the City of Onalaska without a ~~Food Truck~~ Mobile Food Vendor Permit. A loss of the required Mobile Food Vendor Service Permit or failure to pay business taxes will result in the revocation of the said Permit.
- c. Possession of a ~~Food Truck~~ Mobile Food Vendor Permit does not grant or entitle the holder to sole possession of a specific vending location, unless such a location has been granted by the City of Onalaska.
- d. It shall be the responsibility of the ~~food truck~~ Mobile Food vendor to be familiar with and understand all of the rules and regulations related to food trucks found in the City Code, the Zoning Ordinance, and this Manual, as well as the rules and inspections associated with La Crosse County Health Department requirements.

- e. ~~Food trucks~~ Mobile Food Vendors may be temporarily prohibited from operating in the designated City Parks and Public Spaces, or temporarily moved to a nearby location at the request of the City in cases of emergency purposes, construction, or other public benefit or service. The City will provide notification of such removal at least three (3) days ahead of time.

V. General Operation Requirements

The following requirements shall apply to all ~~food trucks and ice cream trucks~~ Mobile Food Vendors while in operation:

- a. ~~Food trucks shall sell food that is fresh, cooked-to-order. Therefore, food trucks shall not sell entrees such as hot dogs, pre-made sandwiches, food that is frozen until immediately before cooking, or any such similar items. This restriction shall not apply to side dishes such as fries, onion rings, or other similar items, or to trucks selling a single, non-entrée item like cupcakes or ice cream.~~
- b.a. ___ Valid ~~food truck~~ Mobile Food Vendor permits must be openly displayed in the window on all approved food trucks.
- c.b. ___ The City of Onalaska shall not be liable for any damages caused by the location or operation of a ~~food truck~~ Mobile Food Vendor in the City of Onalaska right-of-way or on City of Onalaska property.
- d. All ~~food trucks~~ Mobile Food Vendors vehicles shall will be maintained in proper working order, ~~and will be free of visible damages, including but not limited to rust, dents, cracked or broken glass, and chipped paint.~~
- e.c. ___ ~~No objects associated with the food truck or ice cream~~ Mobile Food Vendors truck vehicles (tables, chairs, etc) may temporarily place chairs, tables, signage, etc., for patron usage; however, such items are not allowed to be placed on City streets, boulevards, sidewalks, or driveways. All such items shall be removed from the premises at close of operation for the day shall be placed around the vehicle in or on the street, right-of-way, sidewalk, or ground while the vehicle is in operation, including but not limited to chairs, tables, or signs.
- f.d. ___ Waste receptacle must be provided and it must be emptied regularly so that it is never completely filled and must be

removed before the vehicle departs from the spot where it is operating.

g.e. The Mobile Food Vendor vehicle shall be entirely self-sufficient, and shall not hook up to or attach to any water, sewer, gas, or electric utility. An electric generator may be used while the vehicle is stationary and operating as long as it does not generate noise that exceeds 85 decibels from 7:00am to 10:00pm can be heard inside any building.

h.f. All exchanges between vendors and customers shall take place from a single point of the ~~food truck~~ Mobile Food Vendor. When the Mobile Food Vendor ~~food truck~~ is parked at the designated location, the point of sale must face towards a sidewalk or curb. If no sidewalk or curb is present, the point of sale shall face away from the nearest street. Under no circumstances shall customers be served while they are in or on a street.

i.g. ~~No by-product of food truck operations~~ Mobile Food Vendors are not allowed to dispose of, including but not limited to trash, grease, grey water, or excess food, shall be disposed of in or on any City of Onalaska property, including but not limited to City trash cans, curbs, gutters, man holes, storm drains, or sewer grates.

VI. Violations

- a. The City Administrator or designee shall have the ability to suspend or revoke a vendor's designated parking location, Mobile Food Vendor ~~Food Truck~~ Permit, or participation in the ~~Food Truck~~ Mobile Food Vendor Program for any violation of the Onalaska City Code, Zoning Ordinance, or Food Truck Policies and Procedures Manual.
- b. Any ~~food truck~~ mobile food vendor that loses its ~~Food Truck~~ mobile food vendor Permit for any such violation listed in subsection (a) above will be prohibited from reapplying for a new ~~Food Truck~~ mobile food vendor Permit for a period of six (6) months from the date of the revocation of the original Permit.
- c. ~~Food truck~~ Mobile Food ~~v~~ Vendors who are suspended or removed from the Mobile ~~F~~ Food Vendor ~~Truck~~ Program for

violations listed above in subsection (a) will not be entitled to a refund of any application, parking, or other such fees.

VII. Special Events

- a. ~~Moblie Food Vendors~~ Food trucks will be permitted to operate at various special City events. To participate in such events, vendors should apply directly to the Department in charge of the event, ~~usually typically~~ the Parks and Recreation Department.
- b. The City Administrator or Designee may waive any portion of this Manual for special events on City of Onalaska property.

VIII. Locations

- a. The following sites are considered "First Come First serve locations" ~~locations~~ Serve "locations" – no addition fees will be charged for these locations – City reserves the right to limit dates of these locations depending on Park events.
 - a. Community Park – two (2) vendors may vend in the parking lot near the tennis courts or across the street from the Community Center
 - b. Van Riper Park – two (2) vendors may operate in the designated parking spots near the Van Riper Park Shelter #1.
 - i. Hours of operation is from 4:30 pm to 10:00 pm
 - ii. Only available Monday thru Thursday nights

~~b. Hot Spot locations – an additional fee for these spots will be charged.~~

~~a.c.~~ Great River Landing – one vendor will be able to operate during normal park hours

~~d.~~ City Hall – one vendor will be able to operate during normal park hours

~~b.e.~~ Rowe Park – one vendor will be able to operate during normal park hours.

~~c.b.~~ Fees

~~a. Hot Spot Location~~

~~i. Daily fee \$25.00~~

~~ii. Weekly fee is \$125.00~~

~~iii. Vendors are limited to signing up for one week increments per day.~~

d.c. _____ Hours of Operation

- a. Hours of operation are from 6:00 am to 11:00 pm, unless otherwise noticed. Food trucks are not permitted outside of these hours without prior written approval.

IV. Insurance Requirements:

COMMERCIAL GENERAL LIABILITY COVERAGE

- a) Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

- i) Each Occurrence limit \$1,000,000
- ii) Personal and Advertising Injury limit \$1,000,000
- iii) General aggregate limit (other than Products–Completed Operations) per event/location \$2,000,000
- iv) Products–Completed Operations aggregate \$1,000,000
- v) Fire Damage limit — any one fire \$50,000
- vi) Medical Expense limit — any one person \$5,000

- b) BUSINESS AUTOMOBILE COVERAGE– If used before, during or after the event (Clean-up, etc.)

- c) Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1– “Any Auto” basis.

- d) WORKERS COMPENSATION AND EMPLOYERS LIABILITY If required by Wisconsin State Statute or any Workers compensation Statutes of a different state.

- e) Must carry coverage for Statutory Workers Compensation and Employers Liability with limits of:

- i) \$100,000 Each Accident
- ii) \$500,000 Disease Policy Limit
- iii) \$100,000 Disease Each Employee