

**Parks, Recreation & Library Board  
of the City of Onalaska**

Monday, February 24, 2020

1

1 The Meeting of the Parks, Recreation & Library Board of the City of Onalaska was called to  
2 order at 5:16 p.m. on Monday, February 24, 2020 at City Hall. It was noted that the meeting had  
3 been announced and a notice posted at City Hall.

4  
5 Roll call was taken with the following members present: Ald. Dan Stevens, Brian Udermann,  
6 Ohbe Johnson, Connor Nagy. Andrea Benco and Jonathan Klock arrived with the meeting in  
7 progress.

8  
9 Also Present: Parks and Recreation Director Dan Wick, Parks Supervisor Mark Hanson,  
10 Recreation Supervisor Kraig Koelbl, Omni Center Sales Manager Tony Meyers, City Engineer  
11 Jarrod Holter, Ald. Diane Wulf

12  
13 Excused Absence: Patric McGuane

14  
15 **Item 2 – Approval of minutes from the previous meeting**

16  
17 Motion by Ald. Stevens, second by Ohbe, to approve the minutes from the previous meeting as  
18 printed and on file in the City Clerk's Office.

19  
20 On voice vote, motion carried.

21  
22 **Item 3 – Public Input (Limited to 3 minutes/individual)**

23  
24 Connor called for anyone wishing to provide public input.

25  
26 **Dan Stevens, Second District Alderperson**  
27 **1708 Jennifer Court**  
28 **Onalaska**

29  
30 Ald. Stevens informed board members that former City of Onalaska Alderperson and Parks and  
31 Recreation Board member Dennis Aspenson had passed away.

32  
33 Connor called three times for anyone wishing to provide public input and closed that portion of  
34 the meeting.

35  
36 **Consideration and possible action on the following items:**

37  
38 **Item 4 – Discussion regarding restructure/title change of the Parks & Recreation Board to**  
39 **Parks, Recreation & Library Board, including the discontinuance of the requirement of the**  
40 **Park Chair serving as a member of the Plan Commission**

41  
Reviewed 2/27/2020 by Dan Wick

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42 Dan told board members he had given them copies of the new ordinance that changed the name  
43 of the Parks and Recreation Board to the Parks, Recreation & Library Board. Dan noted the  
44 Library Commission had been dissolved in 2019 and said it was logical for library-related items  
45 to come before this board as the Parks and Recreation Department maintains the library and the  
46 board approves the budget for the facility.

47  
48 Dan next addressed the Parks, Recreation and Library Board Chairperson serving on the Plan  
49 Commission and explained that the City of Onalaska is not in a development phase as it had been  
50 20 to 30 years ago. Dan admitted it can be challenging to find a board member who is willing to  
51 serve as Chairperson as he/she had been required to also serve on the Plan Commission. Dan  
52 told board members the Common Council had approved the changes to the ordinance at its  
53 February 11 meeting and said what he is presenting to the board this evening is for informational  
54 purposes.

55  
56 **Item 5 – Approve the purchase of two sets of soccer goals from BSN Sports at a cost not to**  
57 **exceed \$4,075**

58  
59 Dan told board members it is necessary to purchase additional goals, and also to replace some of  
60 the existing goals.

61  
62 Ald. Stevens asked if two pair means four goals.

63  
64 Kraig said yes.

65  
66 Ohbe asked if the goals are replacements or new goals.

67  
68 Kraig said the goals will be new and reiterated the existing goals will be replaced. Kraig also  
69 said the goals are 21-foot goals and noted they will be utilized in the fifth- and sixth-grade  
70 program, which has seen an increase in the number of participants. Kraig added there will be  
71 four teams participating this year.

72  
73 Motion by Brian, second by Ald. Stevens, to approve the purchase of two sets of soccer goals  
74 from BSN Sports at a cost not to exceed \$4,075.

75  
76 On voice vote, motion carried.

77  
78 **Item 6 – Approve Aquatic Center resurface to Badger Swim pools, Inc. at a cost not to**  
79 **exceed \$241,175. Funding to come from the 2019 and 2020 Capital Improvement Projects**

80  
81 Dan noted a copy of the bid tabulation for the project had been included in board members'  
82 packets, and he told board members, "This did come in a little over budget for us." Dan

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83 explained this is why funds would be utilized from both the 2019 and the 2020 Capital  
84 Improvement Projects. Dan noted Badger Swimpools had submitted a bid of \$229,690 and said  
85 he is requesting a five-percent contingency should any situations arise so that the project may be  
86 completed. Dan noted Badger Swimpools and Newman Pools, which submitted a bid of  
87 \$324,700, are the two primary pool builders in Wisconsin and said the contractors had been  
88 required to make a mandatory site visit. Both contractors were on site at the same time, as were  
89 Dan, Mark, and Assistant City Engineer Kevin Schubert.

90  
91 Jarrod told board members a contractor had submitted an estimate for the project when the 2020  
92 Capital Improvements Budget was compiled in July and August of 2019. However, the estimate  
93 did not include a cost increase for going to 2020, and Jarrod said a CPI was added to the price  
94 that was included in the 2020 CIB. Further, Jarrod said the project had been bid utilizing the  
95 standard engineering specifications, meaning there are insurance, indemnification, and bonding  
96 requirements. This increases the cost of the project, but it also protects the city. Jarrod said,  
97 “When you add those two things in, the bid came in right about where I would expect it based  
98 upon last year’s number.” Jarrod also said he had worked with Dan on another project and asked  
99 that a contingency be included as the extent of wear and tear will not be known until the project  
100 commences.

101  
102 Ald. Stevens asked what will happen to the contingency if it is not utilized.

103  
104 Dan said it would remain in the Capital Improvement Projects.

105  
106 Ald. Wulf inquired about Item No. 44 in the 2019 Capital Improvement Projects.

107  
108 Dan explained that funds had been set aside to redo the parking lot for Rowe Park Shelter No. 1  
109 and noted it is part of the Rowe Park Master Plan. Dan told Ald. Wulf there had been a  
110 discussion about redoing the driveway and said that project had been delayed in 2019. Dan said,  
111 “That’s where those funds would be coming from.” Dan added, “This project, we gave the  
112 contractor an opportunity to bid it so that they would have it completed by May 15, prior to the  
113 pool opening, or coming in September 7 and complete it by the first of November, or there is a  
114 date in October they’d have to complete it. Both contractors did tell us they’d be coming in in  
115 the fall to do the work.”

116  
117 Motion by Ohbe, second by Brian, to approve Aquatic Center resurface to Badger Swimpools,  
118 Inc. at a cost not to exceed \$241,175.

119  
120 On voice vote, motion carried.

121  
122 **Item 7 – Approve Great River Landing trail plan. Proposals deadline was February 19<sup>th</sup> at**  
123 **12:00 p.m.**

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124  
125 Dan said evaluations had been sent to six different consultants in Wisconsin. Each consultant  
126 was asked to submit proposals for the Great River Landing trail/boardwalk plan. Dan noted the  
127 board had discussed what the next step should be in 2019 and said, “During that time, we really  
128 looked at going north from Irvin Street to the spillway [as] the next step in our process of going  
129 forward. Through the 2020 budget process, we have \$20,000 in the Tourism account to help  
130 fund the design work for this trail system.” Dan said three of the six vendors who received a  
131 Request for Proposals submitted proposals and explained the goal is to make this a qualification-  
132 based process versus simply cost. Consultants were asked to submit a proposal as well as a price  
133 sheet in a sealed envelope. Six city staff members, as well as Andrea, reviewed the proposals,  
134 which were scored on a 100-point total. Dan said the three vendors – Short Elliott Hendrickson,  
135 MSA, and KL Engineering – were “very close through this process.” Dan said staff had opened  
136 all three proposals and told board members not only had SEH evaluated out as the highest, its  
137 cost also was the lowest at \$19,818.94. Dan said he recommends proceeding with SEH to do this  
138 phase of the project.

139  
140 Motion by Ald. Stevens, second by Ohbe, to approve Short Elliott Hendrickson for the Great  
141 River Landing trail plan at a cost not to exceed \$19,818.94.

142  
143 Jarrod noted he was one of the city staff members who had reviewed the proposals and said this  
144 is the next extension of what he described as the 15-percent plans that were completed as part of  
145 the original Great River Landing study. Jarrod said, “This will give you proposals back to the  
146 board to make a decision which one you want to bring forward for public comment. I would  
147 warn everyone this is not an engineered set of plans. You’re going to have to have more funds  
148 expended to get to the point where you can actually build it.”

149  
150 Dan said the goal of this plan is to have the opportunity to begin applying for grants and seeking  
151 additional funding sources for the actual construction of the trail system. Dan told board  
152 members there have been questions to what the next step is for the Great River Landing and said,  
153 “This is a great opportunity for us to move forward.”

154  
155 Brian inquired about the timeline.

156  
157 Dan said, “I think we put by the end of the year.”

158  
159 Jarrod said he believes the public input portion was slated for earlier in 2020, “and they would  
160 build upon that.”

161  
162 Dan told board members the project will be “very regulated” with several other regulatory bodies  
163 and said that will assist the process, noting the RFP stated the contractor is required to meet with  
164 the regulatory bodies with which the city will be required to work. Dan said, “That could

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165 somewhat dictate how fast or how slow.”

166

167 On voice vote, motion carried.

168

169 **Item 8 – Approve 72” lawnmower bids. Bids are due on Monday, February 24<sup>th</sup> at 10:00**  
170 **a.m.**

171

172 Dan told board members the bids had come in Monday morning, noting three local vendors had  
173 received requests for bids and two had submitted bids. Dan said one of the bids had not met the  
174 included specifications; thus, only one bid is being presented this evening. Dan said there were  
175 two options on the process: either a normal mower setup, or a TWEEL addition. Dan said he  
176 wishes to proceed with the purchase of the Hustler unit that has the TWEEL wheels.

177

178 Mark told board members Parks Department staff members not only mow parks, but they also  
179 mow green spaces, along highways, and rough areas. Mark said he assumes the Hustler unit will  
180 be a sound purchase and told board members, “Any new mowers we get, if this works out, we’d  
181 like to go to this to try to save long-term costs and also down time, which is another cost.”

182

183 Andrea asked if the TWEEL wheels may be replaced with traditional wheels.

184

185 Dan told Andrea the bid before the board includes both sets.

186

187 Ald. Stevens asked if the Public Works Department also performs mowing operations and if it  
188 also would utilize the mower.

189

190 Mark told Ald. Stevens that Public Works Department staff mows the cemetery and around the  
191 utility buildings. Mark also told Ald. Stevens the Parks Department is responsible for mowing  
192 almost everything else.

193

194 Ald. Stevens asked if the Public Works Department has its own mowers.

195

196 Mark said Public Works has a front-mounted mower, and the staff members who mow the  
197 cemetery have a couple of units on site.

198

199 Dan said Public Works assists with funding items such as front mounts and Toolcats. Dan also  
200 noted Public Works funds three or four Parks Department summer positions.

201

202 Motion by Andrea, second by Brian, to approve a 72-inch lawn mower with a TWEEL from  
203 Bobcat of the Coulee Region at a cost not to exceed \$16,791.

204

205 On voice vote, motion carried.

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206

207 **Item 9 – Approve the purchase of 20 lifetime foldable picnic tables from Competitive Edge**  
208 **Products at a cost not to exceed \$3,580**

209

210 Dan told board members the budget included funding to replace the wooden picnic tables located  
211 under the shelter inside the Omni Center. Dan told board members the tables are heavy and  
212 difficult to move and said Tony suggested seeking collapsible foldable picnic tables that would  
213 be more mobile. Dan noted this is the area in which turf will be installed and said one person  
214 would be able to move the tables, compared to needing to utilize a Toolcat or a forklift to move  
215 the current tables. Also, Dan said having collapsible tables will be easier to store. Competitive  
216 Edge Products submitted the lowest bid at \$3,580, or \$179 per table.

217

218 Ald. Stevens asked what will happen to the wooden picnic tables.

219

220 Dan said the lumber will be removed and told Ald. Stevens the same frames are utilized in the  
221 city's parks. Dan said the picnic tables in the parks will be able to be rebuilt as they weaken.

222

223 Motion by Ald. Stevens, second by Andrea, to approve the purchase of 20 lifetime foldable  
224 picnic tables from Competitive Edge Products at a cost not to exceed \$3,580.

225

226 Brian inquired about the sturdiness of the tables.

227

228 Dan said staff had examined reviews of the tables, which are utilized in campgrounds and  
229 commercial facilities. Dan added the tables likely will be utilized primarily inside the Omni  
230 Center.

231

232 On voice vote, motion carried.

233

234 **Item 10 – Approve the purchase of valves from WHV for the HVAC system at City Hall at**  
235 **a cost not to exceed \$2,830**

236

237 Dan told board members this includes the purchase of modulating valves, which are part of the  
238 air units located in all the occupied space in City Hall. Dan told board members the valves  
239 currently in place are leaking and said, “[Staff believes] the replacement of these will get us in a  
240 very good situation with the new valves.” Dan explained the floating valves are for the cabinet  
241 heaters, the entrances in the building, and the baseboard heaters. Dan noted these items are  
242 budgeted in the Equipment Replacement for City Hall.

243

244 Motion by Andrea, second by Ohbe, to approve the purchase of valves from WHV for the  
245 HVAC system at City Hall at a cost not to exceed \$2,830.

246

247 On voice vote, motion carried.

Reviewed 2/27/2020 by Dan Wick

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248

249 **Item 11 – Approve Automated Logic software upgrades for the HVAC systems at City**  
250 **Hall, Library, and Public Works Facility to WHV at a cost not to exceed \$1,320**

251

252 Dan noted WHV currently has the maintenance contract with the HVAC system, and also that  
253 Automated Logic is the remote system staff utilizes. Dan said the current system needs to be  
254 upgraded to a Cloud-based system that should be more user-friendly for staff.

255

256 Andrea asked if backup software is installed and may be utilized if there is an outage in the  
257 Cloud.

258

259 Dan told Andrea he does not know the answer to her question.

260

261 Andrea said she recalls a discussion regarding emergency services at City Hall and what would  
262 occur if an emergency knocked out power or communications.

263

264 Dan told Andrea it is possible to manually override some of the systems at City Hall and said  
265 there would be complications if there were a power outage because the generator does not cover  
266 everything that needs to be done.

267

268 Andrea asked if that issue is being addressed.

269

270 Dan told Andrea there is no funding for the generator in 2020.

271

272 Ald. Stevens said, “The plan is for this year.”

273

274 Dan reiterated some manual overrides are possible.

275

276 Ohbe noted there typically is an annual fee with a Cloud-based system and asked if the \$1,320  
277 covers one year.

278

279 Dan told Ohbe he is unable to answer his question as Buildings Manager Brian Babiash had  
280 performed the research.

281

282 Ald. Stevens suggested that the board approve this item for the \$1,320 and it will come back  
283 before the board if the cost is higher.

284

285 Motion by Ald. Stevens, second by Brian, to approve Automated Logic software upgrades for  
286 the HVAC systems at City Hall, Library, and Public Works Facility to WHV at a cost not to  
287 exceed \$1,320 in this calendar year budget.

288

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289 Dan noted he had sent a text to Brian Babiash, who informed him the \$1,320 is a one-time fee.

290

291 On voice vote, motion carried.

292

293 **Item 12 – Report from Blufflands Coalition**

294

295 Dan told board members the Blufflands Coalition had met February 19 and said the coalition had  
296 discussed the following topics:

297

- 298 • The coalition is looking into possibly obtaining parcels and properties, and also looking  
299 into applying for grants.
- 300 • The coalition is currently being housed under La Crosse County, but wishes to be a  
301 standalone organization. There has been a discussion regarding the coalition creating the  
302 paperwork to become a 501(c)(3).
- 303 • The City of La Crescent wrote a grant to obtain signage for some of the bluff trails. La  
304 Crescent will attempt to incorporate the Blufflands Coalition logo for the signage.

305

306 Ald. Stevens inquired about media coverage regarding the blufflands trail.

307

308 Dan told Ald. Stevens it was not part of the Blufflands Coalition.

309

310 **Item 13 – Report from Onalaska Enhancement Foundation**

311

312 No report.

313

314 **Item 14 – Director’s Report**

315

316 **a. Parks Update**

317

318 Mark reported the following:

319

- 320 • Staff is performing tree work, repairing picnic tables and equipment.
- 321 • Staff is obtaining prices for upcoming projects (updates to the shop) that Mark said he  
322 hopes are addressed in the near future. Staff also is looking into revamping storage at the  
323 shop.
- 324 • Staff is picking up refuse.
- 325 • Mark thanked board members and the Common Council on behalf of the park shop staff  
326 for their support.
- 327 • Mark complimented the Geister family for their assistance at the dog park, and he also  
328 thanked Neil Jennings, Suzanne Hayes, Patrick Clements, and Dave Skogen for their  
329 assistance with city parks. Mark told board members Dave Skogen brought in Jim

Reviewed 2/27/2020 by Dan Wick

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330 Hunter to speak at a Servant Leadership event.

331

332 **b. Recreation Update**

333

334 Kraig reported the following:

335

- 336 • Staff is in the process of completing the late spring/summer activity guide, which will be
- 337 finalized within the next week and sent to the printer. The goal is to send it to the public
- 338 in mid-March.
- 339 • Registration for spring soccer and the Ona Volleyball spring programs is nearing
- 340 completion.
- 341 • Summer baseball and softball camps will be held in March. Onalaska High School
- 342 baseball coach Larry Swiggum coordinates the baseball camp, and Onalaska High School
- 343 softball coach Mesa Heit coordinates the softball camp.
- 344 • The winter basketball and volleyball programs are nearing completion.
- 345 • Staff will be hired for the summer programs.

346

347 **c. Aquatic Center Update**

348

349 Dan said there have been few applicants thus far for the summer season.

350

351 Andrea inquired about coin-operated lights at the sledding hill adjacent to the Aquatic Center.

352

353 Dan told Andrea there are no such lights there and said Omni Center staff turns on the lights two

354 or three days a week during the week if there are people utilizing the hill. The maintenance staff

355 turns off the lights at approximately 8 p.m.

356

357 **d. Omni Center Update**

358

359 Tony reported the following:

360

- 361 • Staff is preparing for dry-floor events. The ice in Arena No. 1 will be removed the first
- 362 week of March. The ice in Arena No. 2 will be removed in mid- to late-March.
- 363 • Staff created a 30/60/90-day report that lists upcoming event. Approximately 90 percent
- 364 of the events are on the report. The 10 percent that are not still need dates to be finalized.
- 365 • There were 4,020 hotel room nights in 2019. A majority of those were due to the Major
- 366 League Fishing event that occurred in August.

367

368 **e. Library Update**

369

370 Dan reported the following:

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371

372

- Brian Babiash has been installing LED lights in the building.

373

- The new library chairs were delivered February 20.

374

375 Brian Udermann suggested adding an individual who has experience with the library the next

376

time there is a vacancy on the board.

377

378 **Adjournment**

379

380 Motion by Andrea, second by Brian, to adjourn.

381

382 On voice vote, motion carried.

383

384

385 Recorded by:

386

387 Kirk Bey