

**Parks and Recreation Board
of the City of Onalaska**

Monday, August 24, 2020

1

1 The Meeting of the Parks & Recreation Board of the City of Onalaska was called to order at 5:15
2 p.m. on Monday, August 24, 2020 at City Hall. It was noted that the meeting had been
3 announced and a notice posted at City Hall.

4
5 Roll call was taken with the following members present: Ald. Steven Nott, Andrea Benco, Patric
6 McGuane, Brian Udermann, Connor Nagy, Ohbe Johnson, Jon Klock

7
8 Also Present: City Administrator Eric Rindfleisch. Mayor Kim Smith, Parks and Recreation
9 Director Dan Wick, Parks Supervisor Mark Hanson, Buildings Manager Brian Babiash,
10 Administrative Assistant Louann Keane, Ald. Dan Stevens

11
12 **Item 2 – Approval of minutes from the previous meeting**

13
14 Motion by Connor, second by Ohbe, to approve the minutes from the previous meeting as
15 printed and on file in the City Clerk’s Office.

16
17 On voice vote, motion carried.

18
19 **Item 3 – Public Input (Limited to 3 minutes/individual)**

20
21 Andrea called three times for anyone wishing to provide public input and closed that portion of
22 the meeting.

23
24 **Consideration and possible action on the following items:**

25
26 **Item 4 – Presentation of 2021 Budget, including the Capital Improvement Projects**

27
28 Dan noted the department had met the expectation of a zero-percent budget, which includes the
29 following parts: staffing (part-time wages), operational budget, revenue, equipment
30 replacement). Dan presented the 2021 budget.

31
32 **Parks**

33
34 **Personnel Wages**

- 35
36
 - Wages for 2021 total \$31,107, compared to \$31,106 for 2020.

37
38 **Line Item**

- 39
40
 - There will be increases to water/sewer stormwater (\$3,125), electric & gas (\$2,000), and
41 other contractual services (\$125).

Reviewed 08/26/2020 by Dan Wick

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- 42 • There will be decreases to fire contractual (\$75), phone/internet/cable (\$600),
43 subscription & dues (\$150), seminars, conferences & licenses (\$300), cleaning & sanitary
44 (\$1,000), building & ground maintenance & repair (\$1,250), regular fuel (\$500),
45 equipment maintenance & repair (\$1,000), and tree & brush maintenance (\$375).
- 46 • The 2020 budget is \$95,299, which is unchanged from 2020.

47

48 Andrea asked if LED bulbs have been installed at every possible location, noting that the Parks
49 and Recreation Department struggles with electric and gas on a yearly basis.

50

51 Dan told Andrea many of the city's larger facilities (City Hall, Omni Center, library) are
52 transitioning to LED bulbs, adding that the parking lot lights now utilize LED bulbs.

53

54 Mark noted some of the older shelters still are utilizing fluorescent bulbs and said the amount of
55 energy they utilize is minimal. Mark told Andrea the Parks Shop and the Community Center
56 utilize LED bulbs.

57

58 **Equipment Replacement**

59

- 60 • Replace a front-mount mower with a similar unit.
- 61 • The cost of a new brush mower will be split between the Parks Department and Public
62 Works.
- 63 • Install exhaust fans in the Parks Shop.
- 64 • The 2021 budget is \$33,392, compared to \$33,208 in 2020.

65

66 Ohbe asked if the exhaust fans already have been purchased.

67

68 Dan told Ohbe the fans will be purchased with funds in the operating budget.

69

70 Jonathan asked if the mower is a standard replacement, or if the current mower is not
71 functioning.

72

73 Dan said this is a normal replacement that is done every six or seven years, noting the front
74 mount mower is utilized every month of the year.

75

76 Patric referred to the \$600 reduction in the phone/internet/cable line item and asked if the city
77 had changed service providers.

78

79 Dan explained that the city is transitioning to fiber, and also that the city had been paying for
80 dual services.

81

82 Patric said it appears that there is no degradation in service in the parks as a result of the cost

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83 reduction, only that costs from City Hall are being reduced.

84

85 Dan said that is correct.

86

87 **Recreation**

88

89 The budget includes revised pay scales for both coaches and program leaders, and also
90 umpires/referees and officials. There also are no items in Equipment Replacement.

91

92 **Personnel**

93

- 94 • The 2021 budget is \$68,483, which is unchanged from 2020.

95

96 **Line Item**

97

- 98 • The 2021 budget is \$54,150, which is unchanged from 2020.

99

100 **Aquatic Center**

101

102 The 2020 budget had included an increase in the afternoon swim admission from \$3 to \$4.
103 However, that change was not made in the Activity Guide. The change has been noted in the
104 2021 Activity Guide.

105

106 **Personnel**

107

- 108 • The 2021 budget is \$86,892, compared to \$86,889 in 2020. There is a concern that it will
109 be difficult to hire staff in 2021 because the Aquatic Center was closed in 2020.

110

111 Patric asked Dan if wages had been flatlined from the last year the Aquatic Center was open
112 (2019).

113

114 Dan told Patric that while some adjustments have been made, he is essentially correct. Dan said
115 staff had examined the operating hours, noting the pool hours and operating time have not been
116 adjusted since the pool opened in 2005. Dan noted there was no swim team in 2019, and there
117 were no plans to have one in 2020. Dan also noted the revised operating hours were detailed in a
118 personnel memo that was included in the copies of the budget board members had received.

119

120 Patric suggested that perhaps it will be necessary to increase the afternoon swim admission to \$5.

121

122 Dan told board members they may do so if that is what they decide to do, noting they may
123 discuss this when they reach the revenue portion of the budget.

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124

125 **Line Item**

126

127 • There are increases to water/sewer (\$1,344), electric & gas (\$250), and other contractual
128 (\$1,580).

129 • There are decreases to operating supplies (\$1,100), concession supplies (\$1,080),
130 building & grounds maintenance & repair (\$550), and equipment maintenance & repair
131 (\$450).

132 • The 2021 budget is \$65,465, compared to \$65,459 in 2020.

133

134 **Equipment Replacement**

135

136 • Perform maintenance to the exterior of the blue slide, which has not been done since it
137 was installed in 2005.

138 • The 2021 budget is \$17,550, compared to \$17,200 in 2020.

139

140 Andrea asked Dan if the slide is 250 feet long.

141

142 Dan said it is.

143

144 **Revenue**

145

146 The following price adjustments are being proposed for facility rental fees:

147

148 • **Rowe Park Shelter No. 1 (enclosed):** \$75 for residents, \$100 for non-residents, \$40 for
149 non-profits. The current rates are \$55 for residents, and \$80 for non-residents.

150 • **Rowe Park Shelter No. 2 enclosed:** \$75 for residents, \$100 for non-residents, \$40 for
151 non-profits. The current rates are \$55 for residents, and \$80 for non-residents.

152 • **Community Park Shelter (enclosed):** \$75 for residents, \$100 for non-residents, \$40 for
153 non-profits. The current rates are \$55 for residents, and \$80 for non-residents.

154 • **Van Riper Park Shelter No. 1 (enclosed):** \$75 for residents, \$100 for non-residents, \$40
155 for non-profits. The current rates are \$55 for residents, and \$80 for non-residents.

156 • **Lions Shelter (open air):** \$50 for residents, \$75 for non-residents, \$25 for non-profits.
157 The current rate for residents is \$55.

158 • **Glenn Fox Park shelter (open air):** \$50 for residents, \$75 for non-residents, \$25 for
159 non-profits. The current rate for residents is \$55.

160 • **Van Riper Park No. 2 (open air):** \$50 for residents, \$75 for non-residents, \$25 for non-
161 profits. The current rate for residents is \$55.

162 • **Community Center – half day (less than 4 hours):** \$100 for residents, \$125 for non-
163 residents, \$50 for non-profits. The current rate for residents is \$75, and \$100 for non-

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164 residents.

- 165 • **Community Center – full day:** \$150 for residents, \$200 for non-residents, \$100 for
166 non-profits. The current rate for residents is \$125, and \$175 for non-residents.

167

168 Andrea asked how the Community Center compares in size to the other shelters.

169

170 Dan said he believes the Community Center is slightly larger than Rowe Park Shelter No. 1 and
171 Rowe Park Shelter No. 2. Dan noted the Community Center has indoor plumbing, while the
172 other shelters have exterior facilities, and it also has air-conditioning and heat.

173

174 Andrea said it seems a \$25 price increase for the Community Center is not very significant for
175 some of the amenities the facility offers. Andrea also pointed out individuals and groups cannot
176 rent the other shelters for half a day.

177

178 Mark noted Community Center patrons have the ability park close to the facility on a paved
179 parking lot, and the restrooms are inside. Mark said that while he does not believe the
180 Community Center is larger than Rowe Park Shelter No. 1, it has the advantage of having
181 everything inside.

182

183 Andrea said the price increase might be low due to the presence of indoor restrooms, heat and
184 air-conditioning, noting they add significant costs both in staff time devoted to maintenance and
185 the costs associated with having the aforementioned features. Andrea suggested perhaps
186 implementing additional price increases in 2022 to account for the benefits the facility offers
187 compared to the other shelters.

188

189 Dan told Andrea the board may make those changes if she wishes to make a motion to that
190 effect. Dan also told board members City of Onalaska residents may rent a shelter a year in
191 advance and said it is difficult to say the city will see a significant increase in the 2021 budget.
192 Dan said the city likely will start seeing the effects of the increase in 2022.

193

194 Patric asked if residents primarily are the ones who rent the shelters.

195

196 Dan told Patric yes and said that in many situations when individuals call to book shelters,
197 someone who is a city resident will call back and book it for them.

198

199 Patric noted residents will feel more of an effect due to the price increase than non-residents will,
200 but he added the city should receive additional revenue.

201

202 Dan also noted the following:

203

- 204 • There will be no price increase for non-profit vending (\$1,800) from 2020.

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- 205 • Recreation fees will increase from \$70,000 to \$75,000 due to the department switching to
206 Rec Desk software.
207 • Recreation fees for individuals 18 years old and older will remain at \$7,000.
208 • \$78,155 is budgeted for swimming pool fees.
209 • \$7,800 is budgeted for swimming lessons.
210 • \$28,750 is budgeted for swimming pool concessions.

211

212 **City Hall**

213

214 **Personnel**

215

- 216 • There is a decrease of \$2,939 for seasonal wages. The seasonal maintenance position has
217 been removed in an attempt to meet budget directives.
218 • The 2021 budget is \$10,000, compared to \$12,939 in 2020.

219

220 **Line Item**

221

- 222 • There are increases to water/sewer/storm water (\$3,663), and phone/internet/cable
223 (\$2,369).
224 • The 2021 budget is \$98,087, compared to \$95,148 in 2020.

225

226 Andrea asked if the increase to water/sewer/storm water is due to the fact it is becoming more
227 expensive to have water.

228

229 Dan said yes.

230

231 Andrea asked if there are areas that can be re-landscaped so that they do not require consistent
232 watering.

233

234 Dan told Andrea the board may examine those options, noting the budget figures are based on
235 historic use as well as an anticipated 62 percent increase to the water/sewer rate.

236

237 **Equipment Replacement**

238

- 239 • Replace the overhead garage door opener.
240 • Re-caulk the exterior windows.
241 • Perform irrigation updates.
242 • Only the overhead garage door opener will be replaced in 2021 if no estimates are
243 received to re-caulk the exterior windows and to perform irrigation updates.
244 • There is no total for 2021 at this time. The 2020 budget was \$4,312.

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245

246

Library

247

248

Personnel

249

250

- Custodial staff will receive its annual increase. Police and Fire account for some of the wages for the custodial position.

251

252

- The 2021 budget is \$12,740, compared to \$12,480 in 2020.

253

254

Line Item

255

256

- Some adjustments were made to some accounts to account for seasonal staff increases and some line item increases.

257

258

- The 2021 budget is \$43,158, compared to \$43,418 in 2020.

259

260

Equipment Replacement

261

262

- Add a bicycle rack.

263

- Repaint aluminum letters on the sign located by Oak Forest Drive/Hilltopper Drive/3rd Avenue South.

264

265

- Replace youth services desk.

266

- The 2021 budget is \$2,719, compared to \$2,336 in 2020.

267

268

Special Projects/Park Fund

269

270

Special Projects

271

272

- This account is utilized for the dog park, Urban Deer Management Program, WPRA tickets, traveling sports, and sponsorship/donations.

273

274

275

Park Fund

276

277

- In the Non-Resident Account, \$4,800 is being requested for two portable pitching mounds. Dan said there are staff members who have children who have played at facilities that utilize portable mounds.

278

279

- In the General Outlay, there is a request to purchase four sets of concrete cornhole boards that may be set up in the parks.

280

281

282

283

Andrea noted the cost of each portable pitching mound is \$2,200, plus shipping, and she asked if the remaining \$400 is for installation.

284

285

Reviewed 08/26/2020 by Dan Wick

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286 Dan said he hopes the two mounds could be shipped at a cost of \$400.

287

288 **Omni Center (Enterprise Fund)**

289

290 Seasonal wages have been adjusted to match up with the hours and the positions staff has worked
291 based on 2019. Staff also is proposing an increase to \$135 per hour for ice rental. This would
292 allow all groups that utilize the Omni Center to pay the same hourly rate. Dan said there are
293 COVID-19 related concerns moving forward in that there could be additional costs due to staff
294 ensuring that individuals are social distancing and wearing masks. Dan said such matters will be
295 brought before the board as policy decisions likely will need to be made.

296

297 Andrea asked why Omni Center staff and not the groups would be in charge of ensuring social
298 distancing protocols are being followed, stating she believes it is setting up conflict.

299

300 Dan told Andrea he does not disagree with her, but he also said Omni Center staff will be placed
301 in a bad situation if there are individuals who do not believe in the policy.

302

303 Andrea said that is why she believes Omni Center staff members should not be the ones
304 enforcing the policy, stating staff members inform individuals would tell users what the rules are,
305 and those individuals either adhere to the rules or they do not.

306

307 Dan told Andrea, "I'm fine with that. It's just more discussion. If it comes in at a later time that
308 we can allow attendees ... Are we going to let spectators in for events as we go forward? Under
309 the old Coulee [COVID-19] Compass and through the WIAA reopening guidelines [for] their
310 spring and summer contact days for all of the sports, that was one of the things they said: no
311 spectators. But as we move forward and as things are changing, how do we address that? I think
312 that's going to be a policy decision [on which] the Park Board will probably have to weigh in
313 next month."

314

315 City Administrator Rindfleisch told board members a difference between a privately owned and
316 a publicly owned recreational facility is liability. City Administrator Rindfleisch's explanation
317 was inaudible on the recording due to technical difficulties.

318

319 Dan said he believes City Administrator Rindfleisch had stated that as a public entity, the Omni
320 Center carries more liability on a group that is utilizing the facility versus a private rental at
321 another entity.

322

323 Ald. Nott said that while he would want to obtain further input from City Attorney Amanda
324 Jackson, he told board members, "I think instead of having somebody there constantly policing,
325 where our real liability is is if we have employees who witness a violation of any kind of health
326 restriction that they would have to act. But I don't think they have to be there constantly

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327 observing like a hawk. The group that is there does assume some responsibility for that,
328 certainly, by accepting the rules for using the facility. In my opinion, I think it's more of a
329 concern that one of our employees who sees violations needs to ensure that they are enforced
330 versus our employees having to be there constantly hovering over them to make sure they're
331 compliant."

332

333 Andrea said if Omni Center staff members are enforcing the policy and individuals are not
334 adhering to that policy, employees are being put at risk for a confrontation and exposure to
335 COVID-19. Andrea said she believes it would behoove the board to discuss this further at its
336 September 28 meeting.

337

338 Jon suggested that perhaps Amanda could craft a liability form that individuals would be
339 required to sign when they wish to rent the facility. The form would state that individuals must
340 abide by the health rules, and the city would be indemnified if those rules are violated.

341

342 **Personnel (Anticipated increases to wages and benefits)**

343

- 344 • Salaries – Regular 2020: \$148,533 versus \$160,258 for 2021.
- 345 • Wages – Regular 2020: \$17,347 versus \$10,725 for 2021. Louann's split will now be 70
346 percent Recreation, 20 percent Omni Center, 10 percent Tourism.
- 347 • Wages for temporary/seasonal employees – 2020: \$72,310 versus \$72,729 for 2021.
- 348 • Personnel total for 2021 is \$243,712, compared to \$238,202 for 2020.

349

350 **Expense Line Item**

351

- 352 • There will be increases to HVAC contractual, fire contractual, water/sewer, software
353 maintenance, other contractual services, and operating supplies.
- 354 • The 2021 budget is \$328,835, compared to \$319,983 in 2020.

355

356 **Revenue**

357

- 358 • There will be increases to ice rental income (nontaxable), ice rental income (taxable),
359 rental income (shelter), labor income (house person), rental income (city), and donation
360 to the OEF liquor agreement.
- 361 • The 2021 budget is \$665,261, compared to \$652,261 in 2020.

362

363 Dan noted the Room Tax Commission is slated to meet Wednesday and told board members the
364 projected cut to room tax revenue is approximately \$3.9 million. That will equate to a \$39,000
365 shortfall to the Omni Center, which receives 1 percent of the room tax revenue. Dan told board
366 members the Omni Center budget that is before them is "a fluid document," noting that
367 approximately \$52,000 in changes still must be made so that City Administrator Rindfleisch and

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368 the Common Council receive a break-even budget.

369

370 **Tourism**

371

372 Dan noted this budget is a cooperative between the Parks and Recreation and Finance
373 departments.

374

375 **Personnel**

376

- 377 • There is a \$4,210 increase for the Parks and Recreation Administration Administrative
- 378 Assistant position to cover the work that is being done for the Great River Landing.
- 379 • The 2021 budget is \$20,709, compared to \$20,326 in 2020.

380

381 **Equipment Replacement**

382

- 383 • Purchase a Bobcat articulated loader, with attachments. It would be utilized to clear
- 384 snow during the winter, and it would be utilized for trail maintenance and landscaping
- 385 projects during the summer. This would be a split with Public Works.

386

387 Dan noted the budget had been submitted both to City Administrator Rindfleisch and Financial
388 Services Director/Treasurer Fred Buehler, and he told board members the budget will be turned
389 over to administration unless significant changes need to be made. Dan said the board will rely
390 on the Common Council to render decisions and determine what happens with the budget from
391 that point forward.

392

393 Motion by Patric, second by Jon, to approve the 2021 Parks and Recreation Operating Budget, as
394 presented.

395

396 Connor asked if the funds that would have been utilized for the salaries of part-time staff at the
397 Aquatic Center had been transferred to different accounts.

398

399 Dan told Connor those funds are in the General Fund, and they are being utilized in other areas
400 within the budget. Dan noted that as of June the Parks and Recreation Department was down
401 approximately \$157,000 in revenue, and he said \$200,000 in anticipated expenses were removed
402 from the budget.

403

404 On voice vote, motion carried.

405

406 Dan next addressed the Capital Improvement Projects, noting the projects have been submitted to
407 the Public Works Department. Dan told board members they are being asked to prioritize the
408 items under each department, noting approximately \$9 million in projects had been submitted for

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409 the 2021 Capital Improvements Budget, but the city must reduce that amount to approximately
410 \$3.5 million.

411

412 **Parks**

413

- 414 1. **Rowe Park Shelter No. 1 restroom replacement (\$100,000):** The Rowe Park Master
415 Plan was finalized in late 2019/early 2020. Dan said he has included this item so that
416 some work on the master plan may be accomplished.
- 417 2. **Glenn Fox Park basketball court improvement (\$50,000):** The residents in the
418 Mayfair Addition have requested this
- 419 3. **Various shelter & gazebo reroofing – Elmwood gazebo (\$5,000) and Van Riper No.
420 2 (\$7,500)**
- 421 4. **Rowe Park tennis courts resurfacing (\$35,000)**
- 422 5. **Parkridge Park tennis courts resurfacing (\$24,000)**
- 423 6. **Holiday Heights bank stabilization (\$30,000):** A significant amount of bank is being
424 lost adjacent to the canoe/kayak launch.
- 425 7. **Dash-Park solar panel installation (\$13,000):** The solar panels would reduce the city's
426 carbon footprint at this location.
- 427 8. **ADA improvements (\$30,000):** The ADA transition plan was completed in 2019, and
428 \$30,000 was allocated for improvements in 2020.
- 429 9. **Great River Landing trail design and grant applications (\$100,000):** Anticipated
430 construction would be 2022.
- 431 10. **Sunfish wayside improvements (\$6,000)**

432

433 Andrea asked how the solar panels would be utilized at Dash-Park.

434

435 Dan said they would cover the cost of lighting at the park.

436

437 Ald. Nott told Dan he likes that he is prioritizing maintaining and sustaining current services in
438 order to avoid increased future costs. Ald. Nott asked if the cost of the Holiday Heights bank
439 stabilization will increase as erosion continues if the project does not occur in 2021.

440

441 Dan told Ald. Nott he does not expect to see an exponential increase in cost if the project occurs
442 within the next one to three years.

443

444 Ald. Nott said it appears that maintaining and sustaining is a priority, and he asked if the ADA
445 improvements should be a higher priority than the Dash-Park solar panels and the Great River
446 Landing trail design and grant applications.

447

448 Dan told Ald. Nott both he and staff had started putting the projects on the list, and he said he
449 believes every staff member would have a different opinion regarding how items should be

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450 prioritized. Dan stated he would like to see the Rowe Park and Great River Landing projects
451 continue, noting that master plans had been completed for both. Dan also stated he believes the
452 board must prioritize the items in the order they wish, adding he believes the ADA
453 improvements must be done and likely becomes the number-one item.

454

455 Mark said he believes the Rowe Park Shelter No. 1 restroom replacement is almost grouped in
456 with the ADA improvements, noting that it likely is difficult for individuals with disabilities to
457 both enter and exit the restrooms.

458

459 Andrea said she agrees with Ald. Nott that the ADA improvements likely need to be a higher
460 priority than items such as the solar panels and the bank stabilization as it is not right that the
461 parks are not accessible to everyone.

462

463 Motion by Andrea, second by Ald. Nott, to move the ADA improvements to No. 4 on the list of
464 2021 Parks Department Capital Improvement Projects.

465

466 Connor asked why the ADA improvements would be placed fourth instead of first.

467

468 Andrea said she believes the Glenn Fox Park basketball court improvements have been on the
469 list for several years, stating she believes improvements to outdoor facilities are important as
470 there still might be COVID-19 related restrictions in place in 2021. Andrea said she assumes the
471 reroofing projects also must occur in 2021, otherwise the costs will increase significantly over
472 time. Andrea also said she wants to leave the restroom replacement needs to remain where it is
473 as it is a “flagship kickoff,” and it also addresses current ADA-related challenges.

474

475 Ald. Nott told Andrea he agrees with her on her prioritization and said he believes the cost of the
476 top three items will increase over time due to degradation. Ald. Nott said he agrees that the
477 ADA improvements should be placed fourth.

478

479 On voice vote, motion carried.

480

481 Jon asked if there will be a payback on the solar panels.

482

483 Dan told Jon there would be a payback, but he also noted the city always would have to pay the
484 \$35 per month service fee to the electric utility.

485

486 Ald. Nott said he always wants to know what the return on investment is with solar panels,
487 telling board members he has seen proposed projects in which the solar panels would be paid off
488 after 60 years. Ald. Nott said he does not want the city to take a similar path with any project,
489 stating there should be long-term savings with solar panels, and it should not be a project that is
490 done out of ideology.

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491
492 Ald. Stevens noted a benefit to having the solar panels at the Great River Landing is the future
493 energy costs paid to the General Fund going forward would be reduced. Ald. Stevens said that
494 while he not a voting member on the board, there could be an accounting benefit to installing the
495 solar panels.

496
497 Andrea inquired about the current utility bills at Dash-Park, noting she owns solar panels and
498 stating they require general maintenance for peak performance. Andrea also said Dash-Park
499 seems to be an unusual location for solar panels.

500
501 Dan said there had been discussions between the local solar panel vendor and the owners of
502 David Reay's about possibly adding solar panels for the restaurant at Dash-Park. Dan said a
503 significant amount of power was needed to bring it in there, and the vendor requested the city's
504 utility cost.

505
506 Andrea asked where the panels would be placed.

507
508 Dan said they probably would be installed in the grassy area, but he added this only is a proposal
509 the vendor has brought forward. Dan also noted that, per the vendor, the return on investment is
510 15 years.

511
512 Jon noted his place of employment has been involved with solar projects and told board
513 members the return on investment in 2015 was 25 to 30 years. Jon noted the cost of solar panels
514 is decreasing rapidly, and there have been significant gains in battery technology. Jon said that
515 while he does not oppose a sustainable design to city facilities, and a 15-year return on
516 investment is satisfactory, he also pointed out the return on investment likely will improve year
517 after year if the city waits to act.

518
519 Andrea said she assumes it does not include panels, and it will be direct use and resale back as
520 opposed to stored energy for that cost. Andrea also noted there are different kinds of
521 installations as well as different design features. Andrea added solar panels could be a design
522 feature at Dash-Park and not something that takes up green space.

523
524 Dan told board members there would be eight solar panels that would be installed in the rear of
525 the property.

526
527 Mark addressed the sunfish wayside improvements, telling board members a local landscape
528 company had submitted a bid not only to enhance the sunfish/gazebo area for individuals taking
529 photographs, but also to address erosion concerns at the site. Mark told board members he
530 believes benches eventually should be installed farther north, and he said he also believes the
531 board should consider improvements at the site going forward due to the use the site receives.

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532
533 Andrea asked board members for their input regarding the placement of the solar panels on the
534 list.
535
536 Ald. Nott said the ADA improvements were his primary concern, and that the solar panels, the
537 Great River Landing trail design, and the sunfish wayside improvements were his bottom three
538 items.
539
540 Dan told board members the electric bill at Dash-Park is \$50 to \$55 a month.
541
542 Ald. Nott said he does not see how the city would have a 15-year return on investment with an
543 electric bill that averages \$50 to \$55 a month.
544
545 Jon said he also doubts there would be a 15-year return on investment as utility companies are
546 moving toward higher fees just to be on the network, adding he does not know if solar panels
547 would be a sound investment unless the city moves to a position where the park would not need
548 to connect at all.
549
550 Ald. Nott noted that at best the city would save \$20 a month, and only \$3,600 over 15 years.
551 Ald. Nott also pointed out the return on investment would be 45 to 47 years based on a potential
552 savings of \$20 a month.
553
554 Motion by Ald. Nott, second by Jon, to move the Dash-Park solar panel installation to last on the
555 list of 2021 Parks Department Capital Improvement Projects.
556
557 On voice vote, motion carried.
558
559 Connor asked board members for their input regarding the Holiday Heights bank stabilization
560 project, stating he believes it is an important project as the cost will increase if the city waits to
561 address it. Connor said he sees the cost of resurfacing the tennis courts staying the same, and he
562 told board members he believes the bank stabilization should be moved up to fifth on the list.
563
564 Jon said that while he is not certain the cost of the project will increase over time, further erosion
565 will occur and that he agrees with Connor regarding the placement of this project on the list.
566
567 Dan noted he had spoken with the Wisconsin Department of Natural Resources and said a
568 wetland lineation process must first occur. Dan told board members the city will need buy-in
569 from the landowners adjacent to this property as the bank stabilization might not be helpful if the
570 City of Onalaska stops at its property line.
571
572 Andrea said she does not believe the project can be completed for \$30,000.

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573
574 Dan told Andrea that \$30,000 is the engineer's estimate.

575
576 Brian Udermann said he does not necessarily believe the bank stabilization needs to be higher on
577 the list based on the questions and uncertainties Dan had raised. Brian said he would move up
578 the sunfish wayside improvements based on the low cost of the project and the fact the site
579 attracts visitors. Brian said he believes anything the city can do to improve the aesthetics and
580 appearance of that area is a positive.

581
582 Connor said he would leave the bank stabilization project where it is based on Dan's statements.

583
584 Jon asked Dan if the property owners adjacent to the bank would be responsible for paying for
585 their portion.

586
587 Dan told Jon the city will not make any improvements on private property.

588
589 Motion by Brian Udermann, second by Andrea, to move the sunfish wayside improvements to
590 fifth on the list of 2021 Parks Department Capital Improvement Projects.

591
592 On voice vote, motion carried.

593
594 Andrea noted the current list reads as follows:

- 595
596 1. Rowe Park Shelter No. 1 restroom replacement
597 2. Glenn Fox Park basketball court improvements
598 3. Shelter & gazebo reroofing (Elmwood gazebo and Van Riper Park No. 2)
599 4. ADA improvements
600 5. Sunfish wayside improvements
601 6. Rowe Park tennis courts resurfacing
602 7. Parkridge Park tennis courts resurfacing
603 8. Holiday Heights bank stabilization
604 9. Great River Landing trail design and grant applications
605 10. Dash-Park solar panel installation

606
607 Brian Udermann asked if the Great River Landing trail project would be unable to proceed
608 without the design, or if this item would be an enhancement that would accelerate the project.

609
610 Dan said construction would be delayed by one year, and the project would be halted where it
611 currently is at. Dan told board members staff is still working with Short Elliott Hendrickson
612 regarding the cost, noting it could be less than \$100,000, but it also could be more. Dan told
613 board members placing the project where it is on the list "would put the brakes on this project."

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16

614
615 Andrea noted there are two high-cost projects the board is attempting to begin in the same year.

616
617 Dan said, "I think if you look down the list, we're never going to get away from that."

618
619 Jon said he does not believe the Holiday Heights bank stabilization project is ready to begin in
620 2021, but the Great River Landing trail project is, and he suggested moving it ahead of the
621 Holiday Heights project.

622
623 Motion by Jon, second by Brian Udermann, to move the Great River Landing trail design and
624 grant applications to No. 8, and the Holiday Heights bank stabilization project to No. 9 on the list
625 of 2021 Parks Department Capital Improvement Projects.

626
627 On voice vote, motion carried.

628
629 Andrea noted the revised list reads as follows:

- 630
631 1. Rowe Park Shelter No. 1 restroom replacement
632 2. Glenn Fox Park basketball court improvements
633 3. Shelter & gazebo reroofing (Elmwood gazebo and Van Riper Park No. 2)
634 4. ADA improvements
635 5. Sunfish wayside improvements
636 6. Rowe Park tennis courts resurfacing
637 7. Parkridge Park tennis courts resurfacing
638 8. Great River Landing trail design and grant applications
639 9. Holiday Heights bank stabilization
640 10. Dash-Park solar panel installation

641
642 Motion by Ald. Nott, second by Ohbe, to accept the modified list of 2021 Parks Department
643 Capital Improvement Projects.

644
645 On voice vote, motion carried.

646
647 **City Hall**

648
649 Brian Babiash noted the following projects were included on the list:

- 650
651 1. **Emergency management generator upgrade (\$325,000):** Brian noted this project was
652 on the CIP list for 2020 and said the cost has increased since last year. Brian said he had
653 asked that one of the city's air conditioners was on it, and it had added to the cost of the
654 unit. Brian said city personnel would become overheated on a hot day if they were in the

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17

- 655 EOC and an air handler was not on the generator.
- 656 2. **Fire Department floor repair (\$10,000):** There are drip drains that run the length of the
- 657 Fire Department, and there is a steel grate that sits over a steel track. The track has rusted
- 658 due to excessive moisture, and some of the flooring around the track in the floor has been
- 659 damaged. Brian said the drains would be removed and ground down so there is 1/8-inch
- 660 leeway on both sides. This should alleviate future damage.
- 661 3. **Fire Department power drops for tender and brush trucks (\$1,600):** The power
- 662 drops come from the ceiling, and the gear on the trucks would be charged. Brian noted
- 663 this item was on the list for 2020, and he told board members Fire Chief Troy Gudie has
- 664 asked him when this item will be approved.
- 665 4. **Air handler VFDs (for the power handlers) (\$15,000):** One or two have needed to be
- 666 replaced in years past.
- 667 5. **Air handler overhaul (\$20,000):** Brian said it has been his long-range plan to address
- 668 this both at City Hall and the library, noting one had failed at the Omni Center.
- 669 6. **Carpet in meeting rooms (112, 140, Administration) (\$25,000)**
- 670 7. **Replace four overhead doors (\$20,000):** This would be for the Fire Department doors
- 671 that face west
- 672 8. **Replace 40-ton air-conditioning condensing unit, remove R-22 (\$190,000):** Brian
- 673 said the unit had some rubbing in it when he began his employment with the city in 2012.
- 674 Two of the coils were replaced, and the unit has been functioning well. However, Brian
- 675 said it is time to begin considering replacing the unit, which cools both the Police
- 676 Department and the Fire Department.
- 677 9. **Cement on the west side of the Fire Department, and the west side sally port door**
- 678 **entry (\$7,000):** Firefighters work on the apparatus outside, and Brian said he believes
- 679 there is a safety hazard in some spots. Brian said a certain number of squares could be
- 680 done in one year.
- 681 10. **Resurface City Hall parking lot (\$15,000):** The lot has typically been resurfaced every
- 682 other year.
- 683 11. **Install door between officers and front Police Department area (\$2,500):** Police
- 684 officers who enter the department in their vests prefer a cooler temperature, but the
- 685 administrative assistants in the front are cold. Brian said the air transfers so quickly that
- 686 it is not possible to have two different temperatures in that space.
- 687 12. **Replace windowsills on the east side of City Hall (\$3,300):** The damage was incurred
- 688 due to drips off the old roof.
- 689 13. **Cement in sides of sidewalk on west side of building (\$8,700):** There currently is stone
- 690 in that space, and there several weeds growing. Stones are displaced in the winter when
- 691 the sidewalk is cleared.
- 692 14. **Replace washer in Fire Department (\$15,000):** The current unit is currently
- 693 inoperable, and staff is consistently trying to repair it so it is operable.
- 694 15. **Wall injection on basement wall on the east side wall (\$2,500):** There is a crack in the
- 695 foundation, and water seeps through the wall during significant rainfalls. The cracks

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18

696 need to be drilled out, and the wall must be injected with a sealant.

697

698 City Administrator Rindfleisch noted some of the projects standing alone do not qualify under
699 the CIP program, and he asked board members to prioritize them under the following so that they
700 qualify for the city's CIP program and funding:

701

702 1. Miscellaneous concrete projects (Cement on west side of the Fire Department and the
703 west side sally port door entry; cement in sides of sidewalk on west side of building)

704 2. Miscellaneous City Hall plant upgrades (Fire Department power drops; install door
705 between officer and front Police Department area; replace windowsills on east side of
706 City Hall; wall injection on basement wall on east side wall)

707

708 Andrea asked Brian Babiash which items are safety concerns or security issues, and if they can
709 be broken out and prioritized.

710

711 Dan told Andrea the emergency management generator is a major concern going forward, and he
712 told board members the generator was installed when City Hall was constructed more than 20
713 years ago. Dan also said it is his understanding the air conditioner is not hooked up to the
714 generator, and he told board members the air conditioning could not operate in the building with
715 the current system that is set up if an emergency occurred this week.

716

717 Andrea said she believes the board had prioritized the generator in the 2020 budget, but it had
718 been deleted.

719

720 Dan reminded Andrea there was a \$300,000 roof project and a \$325,000 generator project at the
721 same time, and he told board members the generator likely will be the lone item on the list if the
722 board deems it the top item. Dan said, "If we can get a new generator, which I think is probably
723 the best direction that the city should go for this facility, then that's probably the only item we're
724 going to get on this list."

725

726 Ald. Nott stated that public safety comes first.

727

728 Dan said the emergency generator affects everyone with the city and stated he believes it must be
729 high on the list.

730

731 Andrea suggested approving the list as it is.

732

733 Ald. Nott said the board will have to renumber the two condensed items City Administrator
734 Rindfleisch had stated.

735

736 Jon asked if there is value in going through the rest of the list and prioritizing as board members

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19

737 deem appropriate in the event the generator is deleted and the Board of Public Works moves on
738 to the rest of the list.

739

740 Dan told Jon the board may do so if there are other items they want to be higher priority.

741

742 Brian Udermann stated he believes the generator should be first, and he said he does not know if
743 it is worth the board's time to prioritize the other items. Brian also said it might be helpful in the
744 future if the board has a more prioritized list.

745

746 Dan told Brian Udermann staff will attempt to do so, but he also noted each department head at
747 City Hall wants to prioritize the projects for his/her department. Dan told board members he can
748 combine the other items and take the list forward.

749

750 Motion by Andrea, second by Patric, to reorder the items on the 2021 City Hall Capital
751 Improvement Projects list to read as follows:

752

- 753 1. Emergency management generator upgrade
- 754 2. Fire Department floor repair
- 755 3. Miscellaneous City Hall plant upgrades (Fire Department power drops; install door
756 between officer and front Police Department area; replace windowsills on east side of
757 City Hall; wall injection on basement wall on east side wall) at a cost of \$9,900
- 758 4. Air handler VFDs
- 759 5. Air handler overhaul
- 760 6. Carpet in meeting rooms (112, 140, Administration)
- 761 7. Replace four overhead doors
- 762 8. Replace 40-ton air-conditioning condensing unit, remove R-22
- 763 9. Miscellaneous concrete projects (Cement on west side of the Fire Department and the
764 west side sally port door entry; cement in sides of sidewalk on west side of building) at a
765 cost of \$15,700
- 766 10. Resurface City Hall parking lot
- 767 11. Replace washer in Fire Department

768

769 On voice vote, motion carried.

770

771 **Library**

772

773 Staff has prioritized the Library Capital Improvement Projects as follows:

774

- 775 1. **Air handler No. 1 and No. 2 overhaul (\$10,000):** This is to ensure the motors are
776 functioning properly.
- 777 2. **Roof replacement over original building (\$75,000):** Patch repairs were done two

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20

778 summers ago, but the roof eventually will need to be replaced.

779 **3. Ice runoff on hill in front of parking lot (drain curb with signs) (\$9,000)**

780 **4. Table and chair replacement (\$10,000)**

781

782 Andrea asked if carpet replacement is on the list.

783

784 Brian Babiash said no.

785

786 Andrea noted carpet replacement has been included on the list board members had received.

787

788 Brian Babiash reiterated the carpet will not be replaced.

789

790 Dan told Andrea he had erred in including carpet replacement.

791

792 Andrea noted there always is a large puddle of water around the large sign at the library.

793

794 Brian Babiash told Andrea that repairs had been made.

795

796 Ald. Nott asked if the roof in its current condition is causing any reoccurring damage.

797

798 Brian Babiash said no.

799

800 Brian Udermann said he believes the drain curb with signs should be moved up as it is a safety
801 issue.

802

803 Andrea asked if the table and chair replacement is a continuation of what already has been
804 replaced, or if it is a new project.

805

806 Brian Babiash told Andrea it is to replace the current tables and chairs and said he believes it
807 should remain last on the list.

808

809 Brian Udermann asked Brian Babiash if he believes the ice runoff is a significant safety issue.

810

811 Brian Babiash told Brian Udermann yes, noting staff deals with significant ice runoff on a daily
812 basis in the spring.

813

814 Motion by Brian Udermann, second by Ald. Nott to move Ice runoff on hill in front of parking
815 lot (drain curb with signs) to first on the list of 2021 Library Capital Improvement Projects.

816

817 Ald. Nott told board members there is the potential liability issues related to safety could exceed
818 the \$9,000 cost of this project.

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21

819
820 On voice vote, motion carried.

821
822 Motion by Ald. Nott, second by Ohbe, to revise the 2021 Library Capital Improvement Projects
823 list to read as follows:

- 824
825 1. Ice runoff on hill in front of parking lot (drain curb with signs)
826 2. Air handler No. 1 and No. 2 overhaul
827 3. Roof replacement over original building
828 4. Table and chair replacement

829
830 On voice vote, motion carried.

831
832 **Omni Center**

833
834 Dan noted that the projects are submitted as part of the Capital Improvement Projects list, but for
835 the last four or five years the funds are taken from the Special Projects Account earmarked for
836 Tourism Projects. This will be addressed both the by Board of Public Works and the Common
837 Council.

838
839 The Omni Center projects are as follows:

- 840
841 1. **Arena No. 2 roof (\$75,000)**
842 2. **Replace flat roof between the two arenas (\$50,000)**
843 3. **Cooling unit for Concessions No. 1 (\$10,000)**
844 4. **Replace air handler VTDs (6 each) (\$27,000)**
845 5. **Skate sharpener replacement holders (\$950):** Dan said this item will be removed.
846 6. **Two sets of basketball standards (\$16,000)**
847 7. **Boards in Arena No. 2 (\$130,000)**
848 8. **Air handler rebuild in Building No. 1 (\$50,000)**
849 9. **Rooftop air handlers (3 each) (\$65,000)**
850 10. **Paint inside Arena No. 1 (\$20,000)**
851 11. **Chiller No. 1 maintenance (\$17,500)**
852 12. **Ride-on floor machine (\$17,000)**
853 13. **Rink No. 2 chiller (\$550,000):** Dan noted the current chiller has been serviced and it has
854 been functioning. However, Dan also noted La Crosse County had budgeted \$50,000 in
855 its 2020 budget to replace the chiller
856 14. **Omni Center generator (\$280,000):** The Omni Center has no backup power, and it is
857 an emergency site for a number of different entities. The facility could not house anyone
858 if it were to lose power. Dan said he is not necessarily seeking a generator in which to
859 keep ice or with which to operate the chillers. Rather, it would be utilized to keep the

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22

860 lights functioning and to cool the facility, if need be.

861 **15. Fire lane improvements around Omni Center (cost TBD)**

862

863 Ald. Nott asked if the city possibly could apply for emergency management grants to pay for a
864 generator.

865

866 Dan told Ald. Nott that city staff has asked the same question as it pertains to City Hall, but the
867 city has not received a response.

868

869 Andrea asked how the Omni Center was designated an emergency shelter if it cannot serve in
870 that capacity.

871

872 Dan said depending on the circumstance, the Omni Center may serve in that capacity, provided it
873 has power.

874

875 Andrea asked Dan if the board needs to prioritize the projects.

876

877 Dan told Andrea board members need to prioritize them.

878

879 Motion by Andrea, second by Connor, to move the Omni Center generator to first on the list of
880 2021 Omni Center Capital Improvement Projects.

881

882 On voice vote, motion carried.

883

884 Dan asked that the Chiller No. 1 maintenance be removed as maintenance is not allowed under
885 the Capital Improvement Projects.

886

887 Motion by Andrea, second by Jon, to approve the following modified list of 2021 Omni Center
888 Capital Improvement Projects:

889

- 890 1. Omni Center generator
- 891 2. Arena No. 2 roof
- 892 3. Replace flat roof between the two arenas
- 893 4. Cooling unit for Concessions No. 1
- 894 5. Replace air handler VTDs (6 each)
- 895 6. Two sets of basketball standards
- 896 7. Boards in Arena No. 2
- 897 8. Air handler rebuild in Building No. 1
- 898 9. Rooftop air handlers (3 each)
- 899 10. Paint inside Arena No. 1
- 900 11. Ride-on floor machine
- 901 12. Rink No. 2 chiller

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23

902 13. Fire lane improvements around Omni Center

903

904 On voice vote, motion carried.

905

906 **Item 5 – Report from Blufflands Steering Coalition**

907

908 Mayor K. Smith and Dan reported the following:

909

910 • The coalition had met August 19. The coalition requests a commitment of one dollar per
911 resident from each participating municipality. Forty cents is directed toward the La
912 Crosse County employee who works with the Blufflands Coalition. The coalition asks
913 that the remaining 60 cents be put aside in a fund to utilize for future bluffland
914 acquisition within the jurisdiction of that municipality.

915 • Dan said he, Mark, Lane Zahrte, and Alex Duren had joined two coalition members on
916 August 20 in clearing at the top of Green Coulee Park.

917 • Another work day is scheduled Thursday from 12:30-2:30.

918

919 **Item 6 – Report from Onalaska Enhancement Foundation**

920

921 No report.

922

923 **Item 7 – Director’s Report**

924

925 a. COVID-19

926

927 No report.

928

929 b. Parks Update

930

931 Mark thanked the summer part-time staff, the Wickizer family for pulling weeds at Dash-Park
932 and the Great River Landing, and also to the councilmembers and city administration. Mark
933 noted that the city parks are seeing heavy usage, and he asked that Parks Department staff be
934 remembered during the 2021 budget process.

935

936 c. Recreation Update

937

938 Dan reported the following:

939

940 • Registration for fall programs (flag football, soccer, volleyball) had started August 21.

941 • A day camp program was developed for students who will be participating in virtual
942 learning in September. The program was slated to be held at the Omni Center. Staff sent
943 more than 17,000 emails, more than 340 individuals responded to a survey, and

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24

944 registration began Sunday. However, the number of participants is very low, and Dan
945 said he does not anticipate the program will occur due to low attendance. Dan told board
946 members the program will have to be cancelled if a minimum of 16 students do not
947 enroll. Dan admitted the department likely was a week or two late in attempting to put
948 together all the necessary information, adding he believes many families were able to
949 make other arrangements. Dan said parents appear to be seeking part-time care, and it is
950 difficult to hire staff.

951
952 d. Aquatic Center Update

953
954 Dan noted the pool currently is full so that plaster that has been applied may be cured. The
955 contractor also is finishing grading around the surface of the zero-depth area. Dan said he hopes
956 the project will be completed either by the end of this week or early next week.

957
958 e. Omni Center Update

959
960 Dan reported the following:

- 961
- 962 • The dehumidification system ceased functioning August 22. The new motor was
 - 963 installed, and the system is once again functioning.
 - 964 • Individuals are utilizing the ice.
 - 965 • A volleyball camp was held last week, and more volleyball camps are scheduled for this
 - 966 week.
 - 967 • Recreation programs are slated to begin the second week of September at the Omni
 - 968 Center.
 - 969 • The second “Market in the Park” was held in August. One more is scheduled in late
 - 970 September.

971
972 f. Library

973
974 Brian Babiash reported the facility is partially open, noting that staff cleans it daily.

975
976 **Adjournment**

977
978 Motion by Andrea to adjourn at 7:21 p.m.

979
980 Andrea adjourned the meeting.

981
982
983 Recorded by:

984
985 Kirk Bey

Reviewed 08/26/2020 by Dan Wick