

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

Monday, February 25, 2019

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, February 25, 2019 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. Jim Binash, Dan Stevens, Brian  
6 Udermann, Steven Nott, Ohbe Johnson. Andrea Benco arrived with the meeting in progress  
7 (5:30 p.m.).

8  
9 Also Present: Parks and Recreation Director Dan Wick, Park Maintenance Supervisor Mark  
10 Hanson, Buildings Manager Brian Babiash, La Crosse County Library Director Chris McArdle  
11 Rojo

12  
13 Excused Absence: Dennis Aspenson

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

16  
17 Motion by Ald. Binash, second by Dan Stevens, to approve the minutes from the previous  
18 meeting as 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 Steven called three times for anyone wishing to provide public input and closed that portion of  
25 the meeting. Steven then asked that Item 7 be addressed next.

26  
27 **Consideration and possible action on the following items:**

28  
29 **Item 7 – Screen replacement at the Onalaska Library by Commercial AV Systems at a cost**  
30 **not to exceed \$2,947.81**

31  
32 Dan Wick told board members the screen in Meeting Room “B” has been malfunctioning and  
33 said the Special Projects Special Revenue Account will be the funding source. The current  
34 balance in this account is \$12,256.59.

35  
36 Chris told board members 2019 is the 10<sup>th</sup> anniversary of the renovation of and addition to the  
37 Onalaska Library. Chris said it has become necessary to purchase a slightly more expensive  
38 screen for Meeting Room “B” due to the curved walls in the room. Chris said Commercial AV  
39 System’s quote is “all-inclusive” and includes the electrical work.

40  
41 Ald. Binash asked is the board is being asked to approve Option 2, a Da-Lite 65-by-116 inch,

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

Monday, February 25, 2019

2

42 wall-mounted electric screen, at a cost of \$2,287.60, in addition to \$1,800 in labor costs.

43

44 Chris told Ald. Binash EPA Audio Visual had submitted the quote to which he had referred.

45

46 Dan Wick referred to the copy of Commercial AV Systems' proposal included in board  
47 members' packets and noted the cost would be \$2,947.81 (\$2,406.82 for equipment, \$338.99 for  
48 labor, and \$202 for miscellaneous items). Dan noted Chris had obtained two prices from EPA  
49 and said while the first price EPA had submitted was lower (\$1,066.80), "we're trying to get a  
50 better quality, so [Chris] really wanted to compare [EPA's] Option 2, and that is more in line  
51 with what Commercial AV is giving."

52

53 Chris said the tension format allows for a better flat hang on a curved wall.

54

55 Steven inquired about the maintenance plan.

56

57 Chris told Steven that Commercial AV Systems has been "very generous to us," noting the  
58 company rarely charges a site visit or a trip charge for service calls to the library. Chris noted  
59 Commercial AV Systems had just replaced the components of the AV system, which is La  
60 Crosse County's responsibility, and she said the screen is considered a fixture on the wall, which  
61 is why she is before the board this evening. Chris said she has had a good working relationship  
62 with Commercial AV Systems and complimented its maintenance work.

63

64 Motion by Brian Udermann, second by Ohbe, to approve screen replacement at the Onalaska  
65 Library by Commercial AV Systems at a cost not to exceed \$2,947.81.

66

67 Dan Stevens asked if the funding source for the screen is specific to the library.

68

69 Dan Wick said it is specific to the library, noting it is the rental fees user groups pay to utilize the  
70 two meeting rooms. Dan added the funds assist with the ongoing costs and the maintenance of  
71 the two rooms.

72

73 Dan Stevens asked if there are advantages to EPA's Option 2 even though it is more expensive.

74

75 Chris said Option 2 from EPA is the same tensioned screen as the one from Commercial AV  
76 Systems. Chris told Dan Stevens that Commercial AV Systems does not recommend utilizing  
77 anything but that tension rod as the screen will not hang flat without the tension due to the  
78 curved wall.

79

80 Dan Stevens asked Chris if she is recommending Commercial AV Systems based on cost on a  
81 quality basis.

82

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

Monday, February 25, 2019

3

83 Chris said yes and noted Option 2 from EPA would be the same tensioned screen. Chris pointed  
84 out there is a significant difference in labor costs between Commercial AV Systems (\$338.99)  
85 and EPA (\$1,800). Chris also pointed out EPA is reluctant to do the electrical work itself, noting  
86 EPA representatives have indicated the city likely would have to retain the services of an  
87 electrician in addition to paying EPA's labor cost of \$1,800.

88

89 On voice vote, motion carried.

90

91 **Item 4 – Approve purchase of docks at the Great River Landing to Coulee Region Docks in**  
92 **the amount of \$24,239.85**

93

94 Dan Wick noted the board had discussed the layouts of the docks at its January 28 meeting and  
95 showed board members the approved layout for the docks. The docks will go out 30 feet, and  
96 there will be a 20-foot long gangplank, a loading area, benches, and a kayak launch. Dan said  
97 the following two bids had been submitted: \$24,239.85 from Coulee Region Docks, and \$28,162  
98 from EZ Docks of the Midwest, LLC. Dan told board members he had met with representatives  
99 from Coulee Region Docks and showed them another configuration that could be utilized by  
100 purchasing the same number of docks. Dan explained there would be a "T" formation, possibly  
101 allowing more boats to park along the long piece up the center. This option would cost an  
102 additional \$2,046.80, and Dan explained it would be necessary to utilize more galvanized railing  
103 along the ends. Dan said two more benches also would be purchased, and they could be placed  
104 at the end of the dock and utilized by fishermen. Dan noted there is \$26,900 budgeted and  
105 pointed out the project would remain under budget even with the additional \$2,046.80.

106

107 Steven asked what the capacity would be if the board selects the option just presented.

108

109 Dan Wick said he is uncertain how the word "capacity" can be utilized with docks.

110

111 Steven asked how many boats could be launched, and how many fishermen could be at the end  
112 of the dock.

113

114 Dan Wick pointed out an area on the screen and said, "You take away from boats that could pull  
115 up in this location here because of the kayak launch that's in this location." Dan also pointed out  
116 areas where boats potentially could tie off.

117

118 Steven said it appears the capacity could be more than doubled with an increased cost of  
119 approximately 9 percent.

120

121 Dan Wick said, "There's potential to look at that, yes."

122

123 Ald. Binash noted the project would cost \$26,286.65 with the additional \$2,046.80, and the

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

Monday, February 25, 2019

4

124 Room Tax Commission would be the funding source.

125

126 Dan Wick told Ald. Binash he is correct and noted \$26,900 has been budgeted.

127

128 Motion by Ald. Binash, second by Dan Stevens, to approve the purchase of docks (“T”  
129 configuration) at the Great River Landing to Coulee Region Docks in the amount of \$26,286.65.

130

131 On voice vote, motion carried.

132

133 **Item 5 – Approve Rowe Park Master Plan to MSA Professional Services, Inc. in the**  
134 **amount of \$15,000**

135

136 Dan Wick noted request for proposals had been sent to eight consultants around the state, and he  
137 said he had received four proposals (MSA, ISG, Ayres Associates, CBS2). Staff members  
138 evaluated the proposals, and Dan noted he had distributed to board members the criteria on  
139 which each consultant was evaluated. The totals submitted by seven staff members were  
140 compiled, and the scores for each consultant are as follows:

141

- 142 • **MSA:** 96.57 points
- 143 • **ISG:** 90.57 points
- 144 • **Ayres Associates:** 88.14 points
- 145 • **CBS2:** 78 points

146

147 Dan said the review process included examining the material the consultants submitted and not  
148 necessarily focusing on cost. Dan explained he had utilized a “two-envelope process,” meaning  
149 staff receives the proposals and examines the requested documents. Dan said staff only opened  
150 up two of the prices (MSA and ISG) based on the scores it had compiled. MSA’s price,  
151 including being reimbursed for printing and travel, was \$15,000. By comparison, ISG’s price  
152 exceeded \$15,000 once travel was accounted for. Dan said he is recommending approving MSA  
153 Professional Services, Inc. at a cost of \$15,000.

154

155 Ohbe asked if the city has utilized the services of any of the consultants in the past.

156

157 Dan Wick told Ohbe that Ayres Associates had done the Comprehensive Outdoor Recreation  
158 Plan. Dan also said staff had examined the Wisconsin Park and Recreation Association Guide  
159 and noted all the consultants are members of the WPRA.

160

161 Steven noted there is a significant difference in the scoring between the four consultants.

162

163 Dan Wick said each firm was asked to supply another master plan or similar projects it had  
164 created, and he noted MSA Professional Services was the only firm to do so.

165

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

Monday, February 25, 2019

5

166 Dan Stevens asked Dan Wick to elaborate on the scoring system, asking if the scores submitted  
167 by staff are subjective.

168

169 Dan Wick said yes, noting each staff member was given time to review the proposals and then  
170 score them as they saw appropriate.

171

172 Motion by Brian Udermann, second by Ald. Binash, to approve Rowe Park Master Plan to MSA  
173 Professional Services, Inc. in the amount of \$15,000.

174

175 Ald. Binash asked Dan Wick to share where MSA Professional Services is located, and what it is  
176 proposing to do.

177

178 Dan Wick said MSA Professional Services is based in the Madison area, and he told Ald. Binash  
179 it was “a very open-ended proposal.” Dan said, “Everybody was given the same criteria, that  
180 they were going to hold three meetings here. One would be with staff. Another would be with  
181 the school district as Rowe Park is right next to [Onalaska] High School and the high school  
182 utilizes it a lot, [so] we want to get their input on it. They would come back and do a public  
183 informational meeting prior to a Park[s and Recreation] Board meeting at another time. All the  
184 consultants had that as part of this process. Then it’s going to be using landscape architectural  
185 ideas to develop Rowe Park. Rowe Park is a park that gets heavily used right now. We have a  
186 lot of things going on there, and try to help us moving into the future to make sure we’re  
187 designing and utilizing that park to the best of our ability.”

188

189 On voice vote, motion carried, 5-0, with one abstention (Andrea).

190

191 **Item 6 – Approve the purchases of light and sound trusses at the Omni Center**

192

193 Dan Wick said the Omni Center is limited in terms of how it may utilize lighting for larger  
194 events, noting lights must be hung on beams that are 25 feet apart. Dan said staff has been  
195 exploring different opportunities regarding the purchase of light and sound trusses that could be  
196 suspended and utilized for dry-floor events.

197

198 Brian Babiash said staff’s goal is to place the light and sound trusses 20 feet in the air, and also  
199 to have a 20-foot square. Brian said that while the size is not large, it will give staff a starting  
200 point. Brian told board members the events that have been requesting a 20-by-20 square “were  
201 handled 90 percent of what people have been asking for.” Brian also told board members a 20-  
202 by-20 square could have been utilized in 2018 at four events currently held at the Omni Center,  
203 and he noted new events also are inquiring about such a square. Brian said staff had discussed  
204 attempting to manufacture a square out of timber, utilizing 2-by-6s. However, Brian also said  
205 staff decided that was the wrong approach. Brian referred to the MMA (Mixed Martial Arts)  
206 event held at the Omni Center and said MMA representatives have agreed to keep the event at  
207 the facility “for over a period of time.” Brian noted the MMA’s lighting package alone had cost

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

Monday, February 25, 2019

6

208 between \$5,000 and \$10,000 in 2018, and he said he believes the trusses would benefit the Omni  
209 Center over time. Brian said the Driftless Outdoor Show, which is scheduled for May 17-18,  
210 requires scaffolding “that, if we don’t have lighting trusses, we would probably have to rent them  
211 to utilize for that event.” Brian said the proposed light and sound trusses could be added to over  
212 time.

213

214 Dan Wick asked Brian Babiash to discuss the pricing and the three companies that had submitted  
215 bids.

216

217 Brian Babiash told board members EliminatriX Road Ready Trussing, which submitted a bid of  
218 \$5,716 (\$5,416 for trussing, \$300 for shipping), offers a “lower-end unit” that could be utilized  
219 three or four times a year, and staff would assemble and disassemble the unit. Brian described  
220 Ninja Trussing, which submitted a bid of \$6,738 (\$6,438 for trussing, \$300 for shipping), as  
221 being “middle of the road,” and he said that after conversations with some individuals what is  
222 being offered (the trussing is a heavy-duty product that may be expanded, it is readily available)  
223 is an industry standard for facilities such as the Omni Center. Brian noted Ninja Trussing always  
224 has the product on hand because facilities add to it. Brian said he is uncertain that the product  
225 being offered by Global Trussing, which submitted a bid of \$8,250 (\$7,950 for trussing, \$300 for  
226 shipping) “goes up and down enough.” Brian noted all the products would interchange with one  
227 another and said some will be made heavier and be sturdier than others. To be specific, Brian  
228 said EliminatriX Road Ready Trussing’s product will not be as sturdy as the product supplied by  
229 Ninja Trussing and Global Trussing.

230

231 Brian Udermann asked if lights already have been purchased.

232

233 Brian Babiash said “a number of lights” have been purchased since 2014, and he also said that  
234 while those lights can satisfy a number of things that event promoters want to do, there are no  
235 spotlights that have the ability to move. Brian also said he recommends that the board approve  
236 Ninja Trussing.

237

238 Dan Stevens asked if this is a budgeted item.

239

240 Dan Wick said that while there currently is no budgeting for this item, some of the projects that  
241 have been completed so far in 2019 have come in “well under budget.” Therefore, funding  
242 would be available.

243

244 Dan Stevens asked if there is a belief the Omni Center will attract more events if the trussing is  
245 purchased, and he also asked if a surcharge can be levied if the lights are set up.

246

247 Dan Wick said he believes the Omni Center would have the opportunity to charge higher fees  
248 with the presence of the trussing. Dan noted the Omni Center currently offers a lighting package  
249 for weddings that consists of stringing a ball with Christmas lights, and he pointed out half the

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

Monday, February 25, 2019

7

250 strands of lights do not function when the ball is moved. Dan said the Omni Center would “look  
251 a little more professional” by purchasing the trussing as lights may be hung from it.

252

253 Motion by Andrea, second by Brian Udermann, to approve the purchases of light and sound  
254 trusses at the Omni Center from Ninja Trussing at a cost not to exceed \$6,738.

255

256 Ald. Binash noted the Omni Center has become more aggressive in attempting to attract events,  
257 and he said improved lighting would make the facility more competitive in pursuing events as  
258 the city works in conjunction with Explore La Crosse. Ald. Binash said he believes it would be  
259 “very advantageous” for the Omni Center to improve its marketability and achieve its goal of  
260 being profitable.

261

262 Steven said he assumes this item ultimately will “pay for itself” based off the fees.

263

264 Dan Wick said, “I believe over time it will, yes.”

265

266 Steven asked if, over time, the 17-percent cost differential between EliminatorX Road Ready  
267 Trussing and Ninja Trussing means Ninja Trussing’s product will be more durable over time.

268

269 Brian Babiash said yes, based on his conversations with individuals.

270

271 Brian Udermann asked Dan Wick if he has ever considered holding a large wrestling tournament  
272 at the Omni Center.

273

274 Dan Wick noted staff has spoken to local organizers and said it is a matter of timing, pointing out  
275 the next open weekend at the facility is late April.

276

277 On voice vote, motion carried.

278

279 **Item 8 – Report from Blufflands Coalition**

280

281 Dan Wick reported the Blufflands Coalition had met February 20 and said the coalition will meet  
282 monthly. The coalition currently is working on grant applications for a couple parcels of land  
283 that have become available. Dan said the coalition also has been working on its bylaws.

284

285 **Item 9 – Report from Onalaska Enhancement Foundation**

286

287 Dan Wick said the OEF will next meet Wednesday, April 17.

288

289 **Item 10 – Report from Great River Landing Committee**

290

291 No report.

292

Reviewed 2/27/19 by Dan Wick

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

Monday, February 25, 2019

8

293 **Item 11 – Director’s Report**

294

295 **a. Parks Update**

296

297 Mark reported that snow clearance is “100 percent up to date.”

298

299 Dan Wick said staff has ordered the items that were approved as part of the 2019 budget process.  
300 Also, work has begun on bringing back seasonal staff for summer.

301

302 Ald. Binash noted the Community Development Authority had discussed the viability of Holiday  
303 Heights Park and the possibility of doing something different on the site as there is consistent  
304 flooding. Ald. Binash questioned the viability of the park due to the significant snowfall in the  
305 area over the last month.

306

307 Dan Wick admitted it is “very difficult” to utilize Holiday Heights Park during certain times of  
308 the year.

309

310 Ald. Binash asked if the City of Onalaska is obligated to continue utilizing the land as a park as it  
311 was annexed to the city, or if the city has the option of removing the park and utilizing the land  
312 in a different manner.

313

314 Dan Wick told Ald. Binash that is a question city legal counsel would have to answer, and he  
315 promised to speak to City Attorney Sean O’Flaherty.

316

317 Mark noted much of the sand at the playground washed away during the last flood. Mark also  
318 noted it costs the city between \$2,000 and \$3,000 to bring quality sand to the playground, and he  
319 pointed out some of the playground equipment likely will need to be replaced.

320

321 Steven said he believes the future of Holiday Heights Park should be an agenda item either at the  
322 March 25 or April 22 Parks and Recreation Board meeting.

323

324 Ohbe asked Mark if there is a method to determine the amount of time needed to maintain each  
325 park, and also how much each park is utilized.

326

327 Mark said, “I have it for most of them, but I’ll probably have to update a few of the newer ones.”

328

329 **b. Recreation Update**

330

331 Dan Wick reported the following:

332

- 333 • Registration for spring volleyball and soccer is ongoing. Tryouts were held for some of  
334 the spring volleyball grades. More tryouts will be held Tuesday.

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

Monday, February 25, 2019

9

- 335       • Basketball season is reaching its conclusion.  
336       • The late-February storm forced the cancellation of the preseason baseball and softball  
337       camps.  
338

339       **c. Aquatic Center Update**

340

341       Dan Wick reported the following:

342

- 343       • Letters have been sent to all 2018 staff members.  
344       • Applications for new staff can be completed online. Applications likely will close mid-  
345       March.  
346

347       **d. Omni Center Update**

348

349       Brian Babiash reported the following:

350

- 351       • Staff hopes the new Zamboni will arrive this week.  
352       • Staff is attempting to close in the shelter, which will need to be closed in next week due  
353       to the La Crosse Area Builders Home Show, which is scheduled for March 8-10 and will  
354       occupy several areas of the facility with 176 booths. The shelter will be utilized for the  
355       home show, with the goal being to insulate and heat it. Staff also will look into enclosing  
356       the doors during the winter months.  
357       • Ice will be removed from Arena No. 1 in preparation of the home show.  
358       • The home show will move to the last weekend of March in 2020 as its organizers wish to  
359       utilize both Arena No. 1 and Arena No. 2.  
360

361       Steven inquired about the status of the parking lot due to the encroachment of snow.

362

363       Brian Babiash complimented the work staff has done with removing snow in the parking lot.

364

365       **Adjournment**

366

367       Motion by Andrea, second by Ald. Binash, to adjourn at 5:50 p.m.

368

369       On voice vote, motion carried.

370

371

372       Recorded by:

373

374       Kirk Bey