

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

Monday, April 22, 2019

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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, April 22, 2019 at City Hall. It was noted that the meeting had been announced
3 and a notice posted at City Hall.

4

5 Roll call was taken with the following members present: Dennis Aspenson, Ald. Dan Stevens,
6 Andrea Benco, Brian Udermann, Ohbe Johnson

7

8 Also Present: Parks and Recreation Director Dan Wick, Parks Maintenance Supervisor Mark
9 Hanson, Ald. Diane Wulf, Ald. Boondi Iyer

10

11 Excused Absence: Steven Nott

12

13 **Item 2 – Approval of minutes from the previous meeting**

14

15 Motion by Dennis, second by Andrea, to approve the minutes from the previous meeting as
16 printed and on file in the City Clerk’s Office.

17

18 On voice vote, motion carried.

19

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

21

22 Dennis called three times for anyone wishing to provide public input and closed that portion of
23 the meeting.

24

25 **Consideration and possible action on the following items:**

26

27 **Item 4 – Election of Officers**

28

29 a. Chairperson

30

31 Dan reminded board members the Parks and Recreation Board Chairperson attends the Plan
32 Commission meetings as the Parks and Recreation representative. Dan said that while Steven is
33 not at this evening’s meeting as he is out of town, he is willing to serve as Chairperson once
34 again.

35

36 Motion by Andrea, second by Ald. Stevens, to nominate and elect Steven Nott as Chairperson of
37 the Parks and Recreation Board.

38

39 On voice vote, motion carried.

40

41 b. Vice Chairperson

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

Monday, April 22, 2019

2

42
43 Motion by Ald. Stevens, second by Dennis, to nominate and elect Andrea Benco as Vice
44 Chairperson of the Parks and Recreation Board.

45
46 On voice vote, motion carried.

47
48 **Item 5 – Change May Parks and Recreation Board meeting to May 20th at 5:15 P.M.**

49
50 Dan reminded board members Memorial Day falls on the fourth Monday in May and said the
51 May meeting will be moved up one week, to May 20. Dan also noted he has scheduled public
52 meetings for the May 20 meeting.

53
54 **Item 6 – Approve Omni Center Shelter Sprinkler system to Fireline Sprinkler, LLC in an
55 amount not to exceed \$11,900**

56
57 Dan told board members the addition had been completed and garage doors had been installed.
58 Dan said the Fire Department came to the Omni Center during the Kicking Bear event, which
59 was held April 6, and informed staff the area needed to be sprinklered. Assistant Fire Chief Troy
60 Gudie had a note the Omni Center had submitted in 1996 for a variance to utilize the shelter
61 space as a picnic area. Dan said neither he nor Omni Center staff was unaware of this, and he
62 told board members he is requesting to spend \$11,900 for a sprinkler system. Dan said \$25,000
63 was budgeted to place carpet in the back entry and finish laying carpet in the back areas of the
64 Omni Center. Dan said it will be necessary to delay that project so that the space, which is
65 rented, may be utilized.

66
67 Fireline Sprinkler, LLC submitted a quote of \$11,900, and Ahern submitted a quote of \$13,350.
68 Dan told board members the quotes are for wet systems, and he explained that while it is possible
69 to purchase a dry system – such a system was installed in the rear arena – it is significantly more
70 expensive. Dan said the wet system can tie into the front arena by running a line out the wall.
71 Dan said, “It makes more sense to us, and it is much more economical for us.” However, Dan
72 said it is necessary for the board to approve Item 7 as the area must be tempered so that it may be
73 heated.

74
75 Dan was asked about the cost of Item 7.

76
77 Dan said the cost is \$2,300.

78
79 Dennis asked if Item 7 is a budgeted item.

80
81 Dan told Dennis neither Item 6 nor Item 7 is budgeted and said, “It’s all tied together.” Dan
82 reiterated \$25,000 was budgeted for carpeting; thus, there is sufficient funding to address both

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

Monday, April 22, 2019

3

83 Item 6 and Item 7 (\$14,200 total).

84

85 Andrea said it would be possible to do some of the carpeting.

86

87 Dan said yes. Dan also said installing the sprinkler system and shelter heat would allow for
88 additional space to be utilized.

89

90 Dennis asked who ran the project.

91

92 Dan said the City of Onalaska was the general contractor on the project, noting Buildings
93 Manager Brian Babiash had organized the contractors and obtained the pricing.

94

95 Motion by Ald. Stevens, second by Ohbe, to approve Omni Center Shelter Sprinkler system to
96 Fireline Sprinkler, LLC in an amount not to exceed \$11,900.

97

98 On voice vote, motion carried.

99

100 **Item 7 – Approve Omni Center Shelter Heat options. Options will be presented at the**
101 **Board meeting as we are waiting on proposals from contractors**

102

103 Dan noted two bids – one for \$2,300, the other for \$3,800 – had been submitted for a 100,000
104 BTU heating unit.

105

106 Andrea asked if the sprinkler system will freeze if the heating unit is not installed.

107

108 Dan said yes.

109

110 Motion by Brian, second by Ald. Stevens, to approve Omni Center Shelter Heating system to
111 Coulee Region Mechanical in an amount not to exceed \$2,300.

112

113 Ald. Stevens inquired about the second contractor who had submitted a bid.

114

115 Dan told Ald. Stevens both contractors do work for the City of Onalaska and noted that per city
116 policy it is necessary to obtain competitive quotes for projects that exceed \$750.

117

118 On voice vote, motion carried.

119

120 **Item 8 – Approve lifeguard chairs and umbrellas to the Lifeguard Store in an amount not**
121 **to exceed \$4,800**

122

123 Dan said the lifeguard chairs, which are permanent structures at the Aquatic Center, need to be

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

Monday, April 22, 2019

4

124 replaced. Dan told board members he had examined the equipment at an aquatic center in the
125 City of Appleton, and also that he had found the product utilized at that facility. The product is a
126 portable unit, and Dan said staff likely will be able to remove and cover the chairs at the end of
127 every season. The Lifeguard Store submitted a quote of \$4,800; Recreation Supply Company
128 submitted a quote of \$5,476.89; and Taylor & Associates submitted a quote of \$5,969. Dan
129 noted the city has done business in the past with The Lifeguard Store, and he said he believes
130 \$5,700 was budgeted in Equipment Replacement to replace the lifeguard chairs.

131
132 Motion by Ohbe, second by Brian, to approve lifeguard chairs and umbrellas to the Lifeguard
133 Store in an amount not to exceed \$4,800.

134
135 Ald. Stevens asked if the lifeguard chairs to be purchased differ by vendor.

136
137 Dan told Ald. Stevens the chairs are all the same.

138
139 Andrea asked if the numbers in parenthesis on the bid sheet are the number of items that will be
140 purchased.

141
142 Dan said yes, noting that the LG 505 is a 30-inch chair, and the LG 520 is a 50-inch chair. Three
143 LG 505 chairs will be purchased; two LG 520 chairs will be purchased; and five umbrellas will
144 be purchased.

145
146 Ald. Wulf asked Dan what he will do with the chairs that are being replaced.

147
148 Dan told Ald. Wulf an attempt would be made to caulk together the chairs and decking, and he
149 said staff possibly would look into retrofitting metal pieces over time. However, Dan also said
150 most of them will be disposed of.

151
152 On voice vote, motion carried.

153
154 **Item 9 – Rowe Park Master Plan update**

155
156 Dan noted the board had voted at its February 25 meeting to approve proceeding with the Rowe
157 Park Master Plan. Staff met with MSA Professionals' lead landscape architect on March 27, and
158 there also was a meeting with Onalaska High School representatives. MSA Professionals met
159 with Mark and the Parks Department staff at the Parks Shop, and MSA Professionals also had
160 done a full inventory of equipment. Dan said MSA Professionals representatives plan to attend
161 the May 20 Parks and Recreation Board meeting and present different concepts based on the
162 discussions with Onalaska High School representatives, Parks Department staff, and Recreation
163 Department staff.

164

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

Monday, April 22, 2019

5

165 Dennis asked what the next step will be.

166

167 Dan said MSA Professionals will obtain input from board members and members of the public,
168 if they are present.

169

170 Dan referred to copies of a survey of questions he had distributed to board members and said
171 staff would like to send the survey to individuals who are registered for any of the Parks and
172 Recreation Department's programs. Dan noted there are between 15,000 and 16,000 emails on
173 file and said staff would like to conduct the survey via SurveyMonkey. The survey questions
174 distributed to board members include:

175

176 1. What is your age?

177 2. Are there persons living in your home that are under the age of 18?

178 3. Where do you live?

179 4. How often do you utilize the park?

180 5. When visiting the park, which activities do you and your family members partake in or
181 use?

182 6. What is your favorite activity in the park, and why?

183 7. What amenities would you like to see added to Rowe Park?

184 8. Do you have any safety concerns about the park facilities?

185 9. Do you have any suggestions for park improvements?

186 10. Please rate your satisfaction of Rowe Park

187

188 Dan said he believes specifics need to be obtained regarding Question No. 4, meaning those
189 being surveyed should be asked if they come to Rowe Park daily, weekly, or monthly. Dan next
190 addressed Question No. 7 and said he believes there should be a radio box that will respondents
191 to select items such as, for example, a pump track or a splash pad. There also would be a
192 comment box placed under "Other." Dan said it is difficult to entice the public to come to
193 community meetings and told board members the survey is a method by which to obtain
194 feedback from citizens. Dan said he welcomes discussion on the questions this evening, and that
195 the SurveyMonkey survey could be ready for the public by week's end so that results could be in
196 hand prior to May 20, and the results could be brought into the concept plans. Dan said MSA
197 Professionals likely will need one to two months following the May 20 Parks and Recreation
198 Board meeting to work on more concept plans and formulate a plan to bring back to the board.

199

200 Dennis asked Dan how many concept plans MSA Professionals will give the board.

201

202 Dan told Dennis no conclusion has been made as of yet and said, "We're still in the planning
203 process of looking at different options."

204

205 Andrea said she would like to see something asking people how they get to Rowe Park, noting

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

Monday, April 22, 2019

6

206 that bicycle racks are an amenity that might not be there.

207

208 Ald. Stevens suggested asking people how long they stay at Rowe Park.

209

210 Andrea noted there is nothing pertaining to shelter rentals.

211

212 Dan noted picnic facilities are listed under Question No. 5.

213

214 Ohbe suggested changing “Picnic facilities” to “Picnic facilities/shelters” under Question No. 5.

215

216 Brian suggested adding a question pertaining to parking.

217

218 Dan said safety – specifically, the safety of users – was the one thing that was very evident in the
219 discussions with Onalaska High School and both Parks Department staff and Recreation
220 Department staff.

221

222 A question was asked regarding the grills and picnic tables at Rowe Park.

223

224 Dan said several of the large stone grills are in poor condition, and he told board members the
225 ADA plan will show that none of the grills are handicap-accessible.

226

227 **Item 10 – Report from Blufflands Coalition**

228

229 Dan said he will make sure all board members and the alderpersons receive emails from the
230 Blufflands Coalition. Dan also reported a meeting scheduled for April 17 was cancelled.

231

232 **Item 11 – Report from Onalaska Enhancement Foundation**

233

234 Dan reported the OEF had met April 17 and a contract was signed with Michael Martino, who
235 will create the sculpture for the Great River Landing. A payment was made to Michael so that
236 he may continue proceeding with the sculpture. There is no timetable as to when the project will
237 be completed. Dan also reported the Fleis Nightfall Frolic will be held Friday evening at Rowe
238 Park.

239

240 **Item 12 – Report from Great River Landing Committee**

241

242 Dan said the Common Council had approved a resolution at its April 16 organizational meeting
243 to dissolve the Great River Landing Committee. All future projects pertaining to the Great River
244 Landing will come through the Parks and Recreation Board.

245

246 Dennis asked Dan to explain the Onalaska Arts Commission the Common Council had voted to
247 approve via resolution at its April 16 organizational meeting, also asking how it fits.

248

Reviewed 4/24/19 by Dan Wick

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

Monday, April 22, 2019

7

249 Dan said he is not certain.

250

251 Andrea asked, “So they would have to come to us for future proposals that haven’t already been
252 approved?”

253

254 Dan said yes.

255

256 **Item 13 – Director’s Report**

257

258 **a. Parks Update**

259

260 Mark reported the following:

261

- 262 • Mowing operations began earlier Monday.
- 263 • All the shelters are open.
- 264 • Staff is cleaning.
- 265 • The baseball and softball fields have received heavy use.

266

267 Andrea asked if UW-La Crosse and Viterbo University pay the city if they use city-owned
268 facilities.

269

270 Dan said yes.

271

272 **b. Recreation Update**

273

274 Dan reported the following:

275

- 276 • Inclement weather has wreaked havoc on baseball and softball schedules. As a result,
277 tryouts have occurred inside the Omni Center and Onalaska High School. All league
278 information must be submitted by Friday.
- 279 • Two youth volleyball tournaments are scheduled. Twenty-three teams will come to the
280 Omni Center on May 4, and 36 teams will come on May 11. Both are one-day
281 tournaments for teams in fourth through eighth grades. There is an event scheduled in the
282 front arena on May 4, so only four courts will be utilized in the rear arena. Four courts
283 will be utilized in the rear arena on May 11, and two courts will be utilized in the front
284 arena.

285

286 **c. Aquatic Center Update**

287

288 Dan reported that staff is being interviewed.

289

290 **d. Omni Center Update**

Reviewed 4/24/19 by Dan Wick

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

Monday, April 22, 2019

8

291

292 Dan reported the following:

293

294 • R.A. Krett, the Executive Director of the Onalaska-Holmen Food Basket, wrote a thank-
295 you letter for the food collection that occurred at the Craft Show, which was held April
296 13-14. A full half-ton pickup truck and a Ford Ranger box were filled with food
297 donations. Also, monetary donations totaled \$316. Approximately 2,300 individuals
298 attended the Craft Fair.

299 • The Altra Federal Credit Union Easter Egg Hunt, which previously occurred in the City
300 of La Crosse, was held April 20 at the Omni Center. Approximately 2,500 individuals
301 attended the event.

302 • A mixed martial arts event is scheduled for Saturday night. The VIP area (62 tables with
303 nine individuals at each table) is sold out, and event promoters expect to beat the record
304 attendance of ticket sales. Approximately 1,000 people attended the September 2018
305 event.

306

307 Ald. Stevens asked Dan if he had a sufficient number of volunteers for the MMA event.

308

309 Dan said there was a sufficient number of volunteers at the 2018 event, and “we’re still putting
310 the final touches on having enough volunteers and staff for it.” Dan said the volunteers that are
311 needed assist in the bar area, which is set up in front of the entire section of the south bleachers.
312 Omni Center staff operates the cash registers, and the volunteers run product.

313

314 Ald. Stevens asked Dan if he needs more volunteers for Saturday’s event.

315

316 Dan said he cannot answer that question at this time, adding there might be a need for volunteers
317 as Onalaska High School’s prom will be held Saturday night.

318

319 Ald. Stevens told Dan he might be able to supply volunteers if he knows by Wednesday
320 morning.

321

322 **Adjournment**

323

324 Motion by Ald. Stevens, second by Brian, to adjourn at 5:43 p.m.

325

326 On voice vote, motion carried.

327

328

329 Recorded by:

330

331 Kirk Bey