

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

Monday, February 22, 2016

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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, February 22, 2016. It was noted that the meeting had been announced and a
3 notice posted at City Hall.

4
5 Roll call was taken with the following members present: Ald. Jim Binash, Gretchen Newhouse,
6 Andrea Benco, Victor Hill, Ohbe Johnson. Brian Udermann arrived with the meeting in
7 progress.

8
9 Also Present: Parks and Recreation Director Dan Wick, Ald. Harvey Bertrand, Parks
10 Maintenance Supervisor Mark Hanson, Buildings Manager Brian Babiash

11
12 Excused Absence: Andrea Vogler

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

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

18
19 On voice vote, motion carried.

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

22
23 Andrea called for anyone wishing to provide public input.

24
25 **Patrick Killian**
26 **1209 West Avenue**
27 **La Crosse**

28
29 “I just want to say that I think there should be a little more recycling in the Omni Center and City
30 Hall. I would like to see some more of that.”

31
32 Andrea called three times for anyone else wishing to provide public input and closed that portion
33 of the meeting.

34
35 **Consideration and possible action on the following items:**

36
37 **Item 4 – Approve Learning Trail signage in Van Riper Park, with donation from Joanne**
38 **Van Riper through the United Way**

39
40 Dan said the Born Learning Trails Program is a product of the United Way, and the Van Riper
41 family has come forward and shown an interest in adding a trail in Van Riper Park. The area
42 under consideration for a trail is located by the Aquatic Center. Dan referred to board members’

Reviewed 2/24/16 by Dan Wick

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43 packets, which include information regarding the Born Learning Trails, and said it is a program
44 designed to attract children and families outside and interacting in a natural setting. Dan said a
45 trail could be extended around the pool and back to the dog park. The trail would include
46 signage and stencils to paint on the asphalt. Dan said the only costs the city would incur would
47 be for the posts and labor to install the trail. Dan said volunteers from the United Way, Parks
48 and Recreation Board and Parks and Recreation Department staff could assist with the
49 installation. Dan said the goal would be to complete installation prior to the end of the 2015-16
50 school year in early June, adding perhaps students from Northern Hills Elementary School could
51 be introduced to the trail.

52

53 Andrea asked if the signs would be pre-made.

54

55 Dan said yes and noted that the City of Sparta had installed a trail in 2015. Dan showed board
56 members a video of a news report about the trail. Dan said he is seeking board approval for this
57 item, reiterating that the cost to the city will be minimal.

58

59 Andrea asked who would replace damaged signs.

60

61 Dan said that question has not yet been asked, adding that the city would have to work through
62 the United Way. Dan noted that Joanne Van Riper's name will be included on the signs.

63

64 Motion by Ald. Binash, second by Victor, to approve Learning Trail signage in Van Riper Park,
65 with donation from Joanne Van Riper through the United Way.

66

67 Dan said it is possible that trails could be installed in other areas of the community if there is
68 support.

69

70 Ald. Binash asked if the structure for the trail is already in place.

71

72 Dan said yes.

73

74 Ald. Binash asked if the park would be responsible for maintenance.

75

76 Dan said yes.

77

78 Ald. Binash noted that shuffleboard was one of the items listed and asked if the park will be
79 providing this activity.

80

81 Dan said he believes one of the signs referred to hopscotch, adding that the Parks and Recreation
82 Department will not be providing anything.

83

84 On voice vote, motion carried.

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85

86 **Item 5 – Approve Lawn Mower Bid to Bobcat of the Coulee Region in the amount of**
87 **\$5,600, including trade-in**

88

89 Dan noted that Oliver Powerhouse, Tractor Central, LLC and Bobcat of the Coulee Region had
90 submitted bids. There were two bid options: diesel and gas. Dan said staff is trading in a
91 Grasshopper lawn mower that has begun to malfunction. Bobcat of the Coulee Region submitted
92 the lowest bid at \$5,600.

93

94 Motion by Ald. Binash, second by Gretchen, to approve lawn mower bid to Bobcat of the Coulee
95 Region in an amount not to exceed \$5,600, including trade-in.

96

97 Ald. Binash pointed out the disparity in bids (\$12,600 from Oliver Powerhouse, \$9,840 from
98 Tractor Central, LLC and \$5,600 from Bobcat of the Coulee Region) and asked why there was a
99 significant difference.

100

101 Dan noted this is the same bid that has been utilized for several years. Dan pointed out that
102 Oliver Powerhouse is a “high-end” mower. Meanwhile, Tractor Central, LLC has a John Deere
103 model, and Bobcat of the Coulee Region has the Hustler model that the city has been utilizing.

104

105 Andrea asked about the difference between Option No. 1 and Option No. 2.

106

107 Dan said Option No. 1 is the purchase price without a trade-in, while Option No. 2 is the price
108 with the trade-in.

109

110 Ald. Binash asked if there is a preference between a diesel unit and a gas unit.

111

112 Both Dan and Mark said they would prefer to purchase a diesel unit in an attempt to increase life
113 expectancy. Dan also said there is less maintenance involved with diesel units.

114

115 Mark said staff may utilize off-road diesel fuel, which is approximately 45 cents per gallon less
116 expensive than the diesel fuel consumers purchase at the pump.

117

118 On voice vote, motion carried.

119

120 **Item 6 – Approve Comprehensive Outdoor Recreation Plan to Ayres & Associates in the**
121 **amount of \$14,757**

122

123 Dan said this is a rewrite to the 2010 Comprehensive Outdoor Recreation Plan. The plan must
124 be rewritten every five years, based on the Department of Natural Resources. Dan noted that
125 five different agencies received proposals, and three (Short Elliott Hendrickson, Ayres &

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126 Associates, Rettler Corporation) responded. Dan said agencies are asked to give their
127 qualifications and seal their bids in a separate envelope.

128

129 Ald. Binash asked Dan to explain the CORP.

130

131 Dan said the city's parks are analyzed as part of the plan. Improvements are suggested, and
132 public meetings are held.

133

134 Andrea said the CORP is beneficial when the board discusses the Capital Improvements Budget.

135

136 Dan said both staff and a recreation class from UW-La Crosse had reviewed and scored the
137 proposals, and Ayres & Associates and Rettler recorded the top two scores. Dan noted the
138 project's budget is \$15,000 and said Rettler and Ayres & Associates had submitted bids of
139 \$16,655 and \$14,757, respectively. Dan told the board he had spoken with Ayres & Associates
140 representatives earlier Monday and told them that this item will go before the Common Council
141 at its March 8 meeting if it is approved this evening. Contract documents will come forward
142 once this item receives Council approval. Dan said Ayres & Associates will hold a kickoff
143 meeting either at the March 28 or the April 25 Parks and Recreation Board meeting. Public
144 meetings will be held later in the year.

145

146 Andrea said the CORP also is beneficial in obtaining grant funding.

147

148 Motion by Gretchen, second by Ohbe, to approve Comprehensive Outdoor Recreation Plan to
149 Ayres & Associates in the amount of \$14,757.

150

151 Dan said the city will be responsible for the costs associated with printing, copies and mileage.
152 These costs are outside of the contract.

153

154 On voice vote, motion carried.

155

156 Ald. Binash asked if perhaps Ayres & Associates could examine the area that might become a
157 park at the Great River Landing.

158

159 Dan advised against having Ayres & Associates work on the Great River Landing Project as it is
160 being coordinated by Short Elliott Hendrickson.

161

162 **Item 7 – Approve audio system design services at the Omni Center. Proposals are due 10**
163 **a.m. on Friday, February 19th**

164

165 Dan said Tourism funds have been designated for upgrading the Omni Center audio system,
166 noting that the current sounds systems do not communicate with each other. Dan noted that

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167 \$50,000 had been budgeted to upgrade the sound system and said Requests for Proposals had
168 been sent to four local audio/video companies. Each company was asked to create a design plan.
169 Only one company (Commercial A/V Systems) submitted a proposal of \$2,108.33. Dan said,
170 “This design work will be ours, and we will own it when they are done. Once they design it,
171 then we will have bid documents and be able to go out to bid in the market for vendors to come
172 in and give us a new sound system, audio system, that we can broadcast throughout the entire
173 building at the Omni.”

174
175 Motion by Ald. Binash, second by Gretchen, to approve Commercial A/V Systems for audio
176 system design services at the Omni Center at a cost of \$2,108.33.

177
178 Gretchen expressed uncertainty that the \$50,000 budgeted for the sound system is an adequate
179 amount.

180
181 Dan noted he had spoken with companies and said their representatives had told him that they
182 had suggested budgeting \$50,000. Dan said it is possible that some of the components of the
183 existing system in Arena No. 2 may be utilized. Dan added that IT Specialist Mike DeLine is
184 assisting in the process.

185
186 Ald. Binash noted that the Tourism Commission will have funds available should the project
187 exceed the \$50,000 budgeted for it.

188
189 On voice vote, motion carried.

190
191 **Item 8 – Approve revised TV advertising agreement with Tornado Youth Hockey**

192
193 Dan said that even though this item had been approved at the January 25 Parks and Recreation
194 Board meeting, questions had arisen and he had met with City Attorney Sean O’Flaherty and
195 Tornado Youth Hockey. Dan said Tornado Youth Hockey approves of the revised agreement.

196
197 Motion by Ald. Binash, second by Victor, to approve revised TV advertising agreement with
198 Tornado Youth Hockey.

199
200 Ald. Binash noted that this item had been placed on the Non-Consent Agenda at the February 9
201 Common Council meeting and asked why the agreement needed to be revised.

202
203 Dan said the initial agreement stated that Tornado Youth Hockey would cover 100 percent of the
204 replacements costs on televisions that either were damaged or ceased to function. Tornado
205 Youth Hockey asked that this amount be reduced to 50 percent. Dan also noted that there are
206 only 16 spaces available for advertising on the Max Galaxy software. Currently the Omni Center
207 is not soliciting advertising for that component. However, the agreement states that Tornado

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208 Youth Hockey may have eight spots in both the first and second years, and six spots in the third
209 year, at which time Dan said he hopes that Omni Center is prepared to also sell advertising. Dan
210 noted that Tornado Youth Hockey wanted eight spots throughout the agreement.

211

212 Ald. Binash asked if sponsorship could be shared with Tornado Youth Hockey if it has more
213 than eight sponsors.

214

215 Dan said Ald. Binash's suggestion could be discussed if Tornado Youth Hockey is willing to
216 compensate the Omni Center for spots above that.

217

218 Ald. Binash asked if the agreement can be amended if this were the case.

219

220 Dan said the board may do so if it so chooses.

221

222 Andrea asked if there is a reason why the agreement states "up to eight spots."

223

224 Dan said he believes this verbiage was included in the agreement should the software change.

225

226 On voice vote, motion carried.

227

228 **Item 9 – Approve revised Grazing Land Lease with Clearwater Farms**

229

230 Dan said this agreement, which also was approved at the January 25 Parks and Recreation Board
231 meeting, had been revised after questions had been raised by Clearwater Farm representatives.

232 Dan noted that he had emailed the revised agreement to the contact at Clearwater Farm on
233 February 12; however, he has yet to receive a response. Dan said he would prefer that the board
234 not act on this item until more dialogue with Clearwater Farm can take place.

235

236 Ald. Binash asked if the primary point of contention was the 10-foot buffer zone.

237

238 Dan said yes.

239

240 Ald. Binash said the buffer zone will not change, as stated by the Plan Commission.

241

242 **Item 10 – Report from La Crosse County Bluffland Steering Committee**

243

244 Dan said the committee has not met and he has nothing new to report.

245

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

247

248 Dan reported that Celebrate Onalaska will be held June 24-26, and the Fleis Nightfall Frolic will
249 be held April 22.

Reviewed 2/24/16 by Dan Wick

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250

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

252

253 Dan said he, Mark and Brian Babiash have been working with City Engineer Jarrod Holter and
254 noted that the 60-percent plans have been completed.

255

256 Ald. Binash said the project should begin either in April or May.

257

258 Dan said the project likely will commence in May.

259

260 **Item 13 – Director’s Report**

261

262 **a. Parks Update**

263

264 Mark reported the following:

265

- 266 • Staff began picking up trash today.
- 267 • Staff is refurbishing picnic tables and trash holders.
- 268 • David Lien attended a Wisconsin Arborist Conference in Green Bay.
- 269 • It is possible more kiosks will appear at parks with heavier traffic.

270

271 Dan referred to the Van Riper Park project, which includes involvement from a UW-L recreation
272 class, and said it has been going very well. The playground went out to bid to the manufacturers
273 earlier Monday. The bid opening will be at 3 p.m. on March 22. The playground manufactures
274 likely will bring in their proposals and be asked to leave, and then both staff and students will
275 review the proposals. The manufactures then will be brought back in and questioned about their
276 plans. Dan said some of the students will make a presentation regarding which playground
277 should be chosen at the March 28 Parks and Recreation Board meeting.

278

279 **b. Recreation Update**

280

281 Dan reported the following:

282

- 283 • The Activity Guide before board members this evening is “98 to 99 percent complete.”
284 Dan asked board members to inform him of any revisions that need to be made as he
285 would like to send the Activity Guide to the printer on Wednesday.
- 286 • The basketball programs ended last weekend.
- 287 • The department is participating with the Ona Attack volleyball program, which was
288 privately run in the past.
- 289 • Soccer registration has begun. Soccer begins in March at the Omni Center.

290

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291 Tyler Ketterhagen, Parks and Recreation Department intern, said he is working on scheduling
292 software as part of his project. Tyler said the goal is for employees to clock in where they work.

293

294 **c. Aquatic Center Update**

295

296 Dan noted that job openings are posted online.

297

298 **d. Omni Center Update**

299

300 Brian Babiash reported the following:

301

- 302 • WIAA boys and girls hockey sectional semifinals will be played Tuesday evening. The
303 sectional finals are scheduled for Saturday evening.
- 304 • This is the final week for Rink No. 1. The boards and glass will be removed at the
305 completion of Sunday's figure skating competition.
- 306 • The home show is scheduled for the last weekend in February. The Sport Court will then
307 be reinstalled in Arena No. 1.
- 308 • The ice in Arena No. 2 is slated to be removed May 20. The vendor who will be painting
309 Arena No. 2 will begin coming every day starting May 24. The goal is to finish painting
310 before Memorial Day (May 30). The outside of the building will be sealed, and water
311 seal will be applied on the outside brick. Ice is expected to return in Arena No. 2 the
312 second weekend in June.

313

314 Dan noted he had received the unaudited financials for the Omni Center and said it appears that
315 the facility will miss its goal to break even for 2015 by approximately \$4,700. Dan noted that
316 the facility had missed breaking even by approximately \$60,000 in 2014.

317

318 Brian Babiash said the facility would have broken even had it not been for necessary repairs to
319 the rear chiller in late December.

320

321 **Adjournment**

322

323 Motion by Gretchen, second by Victor, to adjourn at 6:02 p.m.

324

325 On voice vote, motion carried.

326

327

328 Recorded by:

329

330 Kirk Bey