



## **AGENDA FOR PARKS AND RECREATION COMMISSION**

A Parks and Recreation Commission meeting will be held on **Monday, July 28, 2025 at 5:45 PM** in the **Council Chambers at City Hall, 819 Superior Ave, Tomah, WI.**

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1. Call to Order - Roll Call
2. Approval of the Minutes
- [3.](#) June 2025 Minutes
4. Agenda Items
- [5.](#) Approval of Preliminary Engineering Multi-use Trail Connection
- [6.](#) Program Report
7. Adjourn

**NOTICE:** It is possible that a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Becki Weyer, City Clerk, at 819 Superior Avenue, Tomah, WI 54660.

## MEETING MINUTES - CITY OF TOMAH

The City of Tomah **Parks & Recreation Commission (PRC)** met on Monday June 23, 2025 at 5:45 p.m. in City Council Chambers. The meeting notice was posted at City Hall in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to order and roll call; present: Dir. Joe Protz, Oak Moser, DeDe Nelson, Dean Peterson, Donna Evans, Bryan Pierce, JoAnn Cram, and Josephine Piper.

The following members were absent: Travis Scholze.

Others in attendance:

1. Act on Minutes of April 28, 2025, regular meeting. Motion by Oak Moser, second by Dean Peterson to accept the minutes of the April 28, 2025, regular meeting. Motion approved.
2. 5-year Comprehensive Outdoor Recreation Plan. The 5-year Plan expires in 2025. Two options available from Vandewalle & Associates regarding information on updating the current plan or creating a new 5-year plan. To update the existing plan, the cost would be between \$12,000 and \$14,000. To create a new plan, the cost would be approximately \$22,500. Vandewalle & Assoc. just completed the City's Comprehensive Plan and some of the data collected addressed the City's recreational facilities for parks and open spaces. Therefore, it was recommended that the current plan be updated for the next five years and then create a totally new plan at the end of the 5-year period. The 5-Year Plan is critical and necessary when applying for various grants and funding. There is verbiage that needs to be changed because of the projects that have been completed over the last five years and pictures need to be updated as well.  
  
Motion by Oak Moser, second by Josephine Piper to proceed with the minimum update option once the price is confirmed. Motion approved.
3. Parks and Recreation Program Report: Dir Protz reviewed the June 2025 Program Report. Firemen's Park improvement playground project is almost finished. The shelter was refurbished and blacktop will replace the sidewalk to the trail. Rec Park remains very busy with Tractor Pull, Motorcycle Rally, Car Show, Warriors and Warlords event, as well as weddings and the fair. National Night Out and Squirrel Fest will be held at Winnebago Park at 903 Brandon St. It was noted that cars are parking in the boat/trailer area of Winnebago Park and additional signage was suggested. It was also requested that a garbage can be located near the bench and picnic table donated by the Kiefer's. Good comments from the public have been received regarding the new addition of the kayak launch. Aquatic Center has had a struggle obtaining enough lifeguards to fill all shifts. Director Protz is meeting with a water restoration slide company to see what can be done with the slides at the pool. An update was also provided regarding the new ballpark currently under construction.

Motion by Dean Peterson, second by DeDe Nelson to adjourn. Motion passed. The meeting was adjourned at 6:17 PM. Next regular meeting to be held Monday, July 28, 2025, at 5:45 PM at City Council Chambers.

Respectfully Submitted:

JoAnn Cram, June 23, 2025

**COMMISSION MEETING REPORT****Agenda Item: Approval of Preliminary Engineering Multi-use Trail Connection**

**Summary and Background Information:**  
(appropriate documentation attached)-

**See Attached Memorandum**

The City of Tomah Common Council approved a resolution to apply for the Knowles-Nelson Stewardship grant to extend the City's Recreational Trail. (See Map). After scoring the project the City of Tomah is currently eligible for up to \$362,250.00 from the grant program. The "Blue Route" is the path that would be completed in this project. Therefore, a cost of \$362,250.00 will need to come from the City of Tomah through general funds, Capital Projects, municipal labor, equipment, and materials, park improvement/space fees, park tower fees and/or donations. The Grant does allow up to 50% to be allocated at the start of the project and the final 50% to be reimbursed for the completion of the project.

**Fiscal Note:** An estimated \$8,000.00 to begin engineering work on the project. Currently there is \$46,430.00 in the Park Impact Fees from the Badger Coulee project.

**Recommendation:** Request use of \$8,000.00 from Park Impact fees to cover the cost as presented.

Joe Protz  
Joe Protz, Director

7-24-2025  
Date

## MEMORANDUM

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Date: July 22, 2025

To: City of Tomah  
Parks and Recreation Commission  
819 Superior Avenue  
Tomah, WI 54660

From: Brian Berquist, P.E.

Subject: Preliminary Engineering – Southeast Multi-use Trail Connection

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The City was recently awarded partial project funding through the DNR's Knowles—Nelson Stewardship program to construct a multi-use trail from approximately the City aquatic center toward the southwest as an initial effort to link up with trails near Tomah Memorial Hospital. At the July 15, 2025 Council meeting, the City chose to officially accept the grant.

Several important questions were brought up regarding route and method of crossing the floodway/floodplain. In order to present enough information to the City for making eventual design decisions, some preliminary engineering will be required, we are pleased to present this proposal for preliminary engineering for the efforts listed below:

1. Further investigate DNR databases and maps to identify potential wetland impacts, presence of rare or endangered species or habitat, known sensitive historical or archaeological resources or hazardous spill sites in the project area.
2. Determine USH 12/STH 16 crossing locations and meet with DOT to review pros and cons of crossing sites.
3. Determine where and what field survey will be necessary. Fly the route corridor with unmanned aerial equipment for preliminary vertical and horizontal design.
4. Layout the existing easement that the City owns and identify any potential land acquisition or easements that may be helpful to minimize construction costs (negotiation and legal documents would be a separate service by others under separate contract).
5. Prepare schematic plans showing the primary route.
6. Meeting to present options to committees for final route selection and to solicit stakeholder input.
7. Prepare and refine detailed project budget estimates.

### **Estimated Fee**

The estimated cost for the above scope of work would be \$8,000 using our current charge out rates. We would treat this as a not-to-exceed amount without specific direction to move beyond that point from the City.

Please feel free to call with any questions.

BRB:sai

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### TOWN & COUNTRY ENGINEERING, INC.

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# City of Tomah Proposed Southeast Path Connection

915 ft. of blacktop  
from start of blacktop  
to start of boardwalk

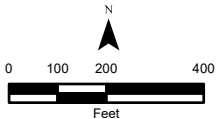
Boardwalk

900 ft. of blacktop  
from end of boardwalk  
to end of blue route

1625 ft. of  
boardwalk

### Legend

- Proposed Path
- Streets
- Tax Parcels
- Flood Hazard Zones (Live FEMA Link)
  - 1% Annual Chance Flood Hazard
  - Regulatory Floodway
  - 0.2% Annual Chance Flood Hazard



**tc** TOWN & COUNTRY  
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**Other Parks**

- Shelter cleaning during busy rental season.
- Assisted with Squirrel Fest at Winnebago Park set for July 12<sup>th</sup>
- August 5<sup>th</sup> National Night Out at Winnebago Park.
- Mowing parks and open space
- Working with Lake Committee on possible addition of dock at Butts Park and Signage at Winnebago Park near Fishing pier and Kayak launch
- Flare Ave turf repair has been concluded, final dirt work and excavation to be finished.

**RECREATION PROGRAMS**

- Recreation Station Pre-School Open gym and Create N' play continues at Recreation Station.
- Summer Enrollment T-ball 107. Tennis 68, Art Camp 15, June STEM Camp 13, Tot Yoga 10.
- July STEM Camp 26, July Art Camp 15
- Recreation Station had 9 weekend rentals for May. Currently 5 weekend rentals for June and 5 rentals in July.
- Working in Fall Activities and Special events at Recreation Station.

**AQUATIC CENTER**

- Pool Opened June 18<sup>th</sup> Scheduled to close on August 16<sup>th</sup>
- First Semester of Swim Lessons to finished on July 24, with 115 participants.
- Semester 2 scheduled to begin on July 28<sup>th</sup>.
- Passed Annual Health Inspection DATCP, Monroe County Health Department has taken over in 2025 for Pool Licenses in Monroe County.

**RECREATION PARK**

- June 6-8 CMA Motorcycle Rally, June 14-15 Cat Show, June 14 Tomah Youth Hockey Fundraiser, June 15<sup>th</sup> Cat Show, June 15 Sheep Show, June 26-28 Tractor Pull,
- July 5 Quinceanera, July 8-13 Warrior and Warlords, July 19 Wedding, July 23-July 27 Fair.
- August 2 Quinceanera, August 30<sup>th</sup> Birthday Party.
- General upkeep and maintenance on buildings
- Assisted Monroe County Ag. Society for set up and clean up for 50<sup>th</sup> Anniversary Truck and Tractor Pull.

*Joe Protz*