



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on **Monday, March 06, 2023 at 5:45 PM**
in the **Council Chamber at 2nd floor City Hall, 819 Superior Ave, Tomah WI.**

Call to Order - Roll Call

Approval of the Minutes

[Minutes](#)

Agenda Items

[Disc](#) Golf Course

[Cell](#) Tower Proposal

[Winnebago](#) Park Project

[Tomah](#) Parks and Recreation Program Report

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 Jan 23, 2023 at 5:58p.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, Lamont Kiefer, Josephine Piper (remotely), Dean Peterson, Dustin Powell, Donna Evans, DeDe Nelson

The following members were absent: Shirley Galstad-Roh

Others in attendance: Tony Worden, Don Vandermullen, Rebecca Deist, Scott Hurd, Chris Singer, Ed Singer, Martha Airth-Kindree

1. Act on Minutes of 11/28/22 regular meeting. A motion by Moser, and second by Kiefer, to accept the minutes of the Nov 28, 2022, regular meeting. Motion carried.
2. North American Squirrel Association (nasa) for potential T.E.A.C.H. Center and possible land allocation: nasa (and members of BREATHE and AmVets) were present and presented info on an equine-assisted therapy program and potential facility to rent to BREATHE (a current provider of equine-assisted programs). There was much discussion, questions, etc...and may details yet to be determined. nasa is interested in raising funds to support planning, building of a facility on city owned property to be operated by BREATHE and support equine-assisted therapy for many people in the surrounding communities, as well as be a facility to host other events. To begin fundraising/planning, the groups present were requesting that some land appropriate for this use be designated as a site. Motion by Moser, second by Piper, to recommend consideration by City Council of designating appropriate land (suggested by the groups was a 31-acre parcel on Cty A owned by the City) for this use to permit them to pursue planning, business plans, and a more complete proposal for consideration. Motion carried.
3. Winnebago Park Entrance Sign: Dir Protz reviewed a proposed, updated sign for Winnebago Park Entrance. With some minor modifications regarding naming of features from private donations, motion by Kiefer, second by Peterson, to approve purchase/installation of proposed sign. Motion carried.
4. Park and Rec Program Report: Dir Protz reviewed the most recent Parks Program Report.
5. Discussed any affairs and business of the Tomah Parks and Recreation Department. None presented.

The Meeting was adjourned at 7:00PM. Next regular meeting to be held Feb 27, 2022, @ 5:45PM, City Council Chambers.

Respectfully Submitted: Oak Moser, Jan 25, 2023.

COMMISSION MEETING REPORT

Agenda Item: Disc Golf Course

Summary and Background Information:
(appropriate documentation attached)-

- See attached proposed Disc Golf Course by Fireman's Park
- Community members have brought up the idea of a Disc Golf Course for the community.
- Will have to go through proper channels, zoning, and possible other permits.

Fiscal Note: A sponsor may be interested in purchasing signs and baskets. May be some added cost with mowing.

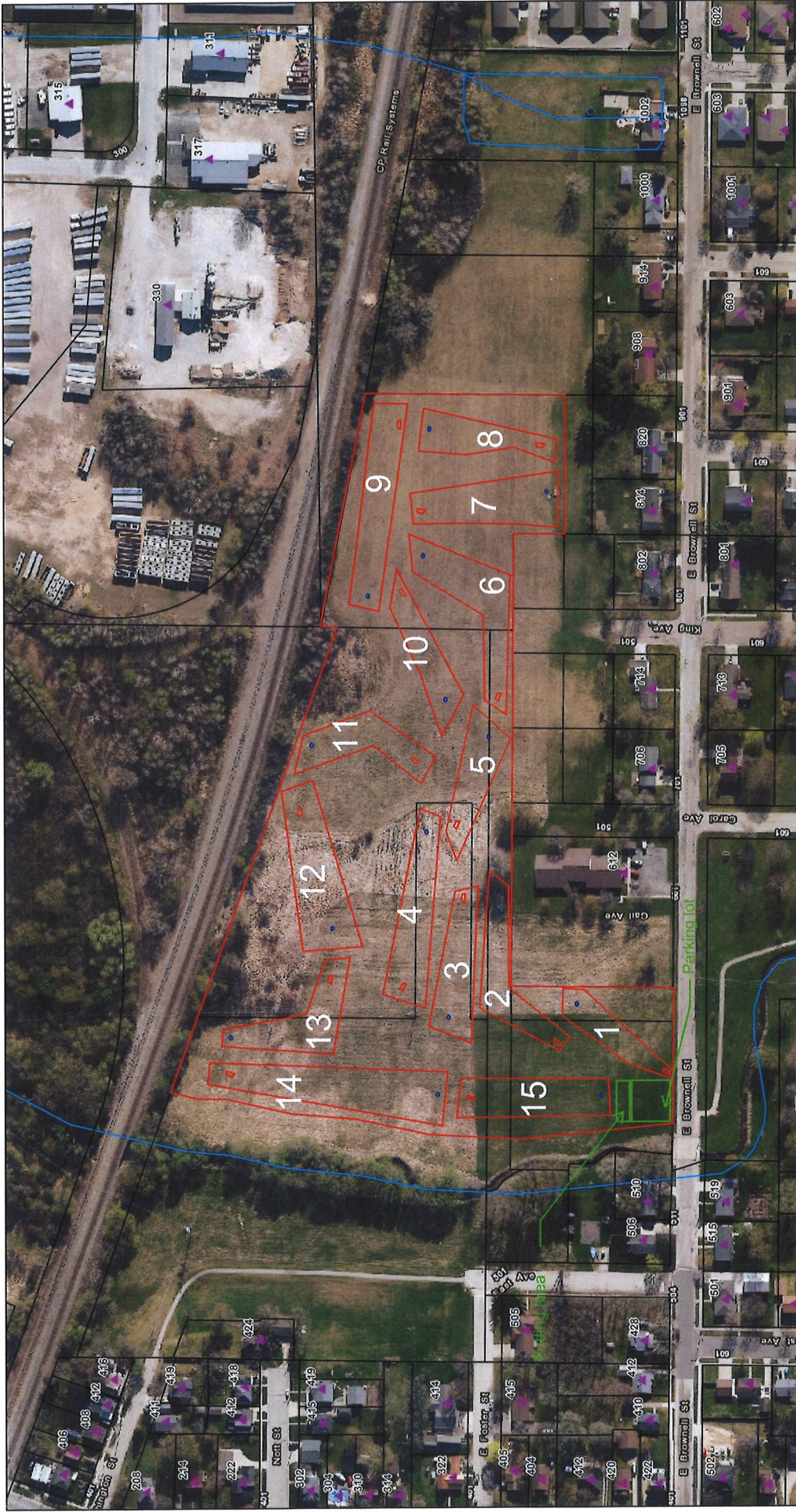
Recommendation:

Discuss and make any recommendations to the S.E.T. Team and/or City Council.

Joe Protz
Joe Protz, Director

3-2-2023
Date

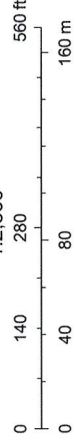
City of Tomah: Brownell St Disc Golf Course



1/9/2023, 4:05:03 PM

- World Transportation
- Addresses
- Municipal Boundary
- Tax Parcels
- Rivers

1:2,866



Esri, HERE, IPC

COMMISSION MEETING REPORT

Agenda Item: Cell Tower Proposal

Summary and Background Information:
(appropriate documentation attached)-

- See attached email request.
- Also attached is the current agreement for payment.

Fiscal Note: Revenue from the agreement goes towards Park Improvements

Recommendation:

Discuss and make any recommendations to the S.E.T. Team and/or City Council or to continue the current agreement.

Joe Protz
Joe Protz, Director

3-2-2023
Date

Prepared by:

Reid Neuman
MasTec Network Solutions
1351 East Irving Park Road
Itasca, IL 60143

Return to:

AT&T Mobility
C/O: MasTec Network Solutions
1351 East Irving Park Road
Itasca, IL 60143

Re: Cell Site #WI0349; Cell Site Name: Tomah WI
Fixed Asset # 10153761
State: Wisconsin
County: Monroe

**MEMORANDUM
OF
LEASE**

This Memorandum of Lease is entered into on this 15 day of November, 2016, by and between City of Tomah, a municipal corporation, having a mailing address of 819 Superior Avenue, Tomah, WI 54660 (hereinafter referred to as "**Landlord**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 575 Morosgo Dr. NE, Atlanta, GA 30324 (hereinafter referred to as "**Tenant**").

1. Landlord and Tenant entered into a certain Option and Lease Agreement ("**Agreement**") on the 15 day of November, 2016, for the purpose of installing, operating and maintaining a communications facility and other improvements. All of the foregoing is set forth in the Agreement.
2. The initial lease term will be five (5) years commencing on the effective date of written notification by Tenant to Landlord of Tenant's exercise of its option, with four (4) successive five (5) year options to renew.
3. The portion of the land being leased to Tenant and associated easements are described in **Exhibit 1** annexed hereto.
4. This Memorandum of Lease is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Lease and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Agreement.

Joe Protz

From: Kirk Arity
Sent: Tuesday, February 14, 2023 7:11 AM
To: Senior Executive Team
Cc: Joe Protz
Subject: FW: TowerCO Offer Lease ID: WI0295

All, let's discuss at some point. This is a proposal for a buy out of the lease for the cell tower located on city property at 301 North Woodard Ave.

Kirk Arity
Chairperson Senior Executive Team
Director of Public Works and Utilities
City of Tomah
608-374-7453

From: Bryan Cawelti <bcawelti@toweralliancellc.com>
Sent: Monday, February 13, 2023 7:00 PM
To: Kirk Arity <karity@TOMAHWI.GOV>
Subject: TowerCO Offer Lease ID: WI0295



2/13/2023

City of Tomah
819 Superior Ave
Tomah, WI 54660

SITE NAME: Tomah SITE ID: WI0295

Dear Landlord,

Consistent with our conversation regarding TowerCo's above-referenced site, we are pleased to present you with the following offer for your review and consideration.

- **Perpetual Easement** of the existing premises and a non-exclusive access and utility easement to the site.
- A one-time, lump sum payment of **\$200,000.00** upon full-execution of documents.

This option may not have been available to you when your tower was first installed and may provide you with more flexibility going forward. You remain the owner of your property and all the protections you currently enjoy under your existing lease agreement remain in effect.

Many of our landlords have made the decision to convert their leases after considering the following advantages:

- **Use the monies to pay off your mortgage, consolidate high interest debt, start a business, purchase an investment, start a college fund, purchase land or an investment property.**

Kindly,

Bryan Cawelti
Lease Consultant
1200 N. Federal Highway, Suite 325
Boca Raton, FL 33432
Phone: (754)-354-0036 Direct
Fax: (866) 236-1216
bcawelti@TowerAllianceLLC.com
Tower Alliance LLC, an Authorized vendor



The contents of this email communication (including attachments) are confidential and proprietary, may be privileged and should be read or retained only by the intended recipient. If you have received this email in error, you may not review, disclose, copy or use its contents or attachments and are requested to notify us of your receipt immediately by return email and to delete this entire message from your system. This e-mail, along with any attachment, is not an offer, reservation, or option, but is rather for discussion purposes only. These terms are subject to additional review and approval by authorized representatives of Landlord and Tenant or Purchaser and Seller. Until written instruments documenting a final agreement are completed and signed, no party shall be bound and all parties are free to change or withdraw any of the terms described in this e-mail or attachments, in their sole discretion.

Joe Protz

From: Molly Powell
Sent: Tuesday, February 28, 2023 4:13 PM
To: Joe Protz
Subject: 2022 Year End Balances

Joe,

I have included the year end balance for Park Space/Improvement Fees and Tower Rent for your reference.

PARK SPACE FEES

| | | |
|--------------------------------|------------------------|-------------|
| PARK SPACE FEES | | |
| BEGINNING BALANCE - 12/31/2021 | | |
| | | 75,754.00 |
| 2022 ADDITIONS | | |
| 01-46720 | PARK IMPROVEMENT FUND | 16,345.39 |
| 01-46729 | PARK SPACE FEES | 3,095.02 |
| | | <hr/> |
| | | 19,440.41 |
| 2022 SUBTRACTIONS | | |
| | WINNEBAGO PARK PROJECT | (33,000.00) |
| | | <hr/> |
| | | (33,000.00) |
| YEAR END BALANCE - 12/31/22 | | <hr/> <hr/> |
| | | 62,194.41 |

PARK TOWER RENT

| | | |
|-----------------------------|------------------|-----------|
| 01-48200 | | |
| 2017 | PARKS TOWER RENT | 1,603.00 |
| 2018 | PARKS TOWER RENT | 12,200.00 |
| 2019 | PARKS TOWER RENT | 12,505.00 |
| 2020 | PARKS TOWER RENT | 12,818.00 |
| 2021 | PARKS TOWER RENT | 12,034.00 |
| 2022 | PARKS TOWER RENT | 15,270.46 |
| | | <hr/> |
| | | 66,430.46 |
| YEAR END BALANCE - 12/31/22 | | |

Thanks,

Molly Powell
City of Tomah Treasurer
819 Superior Ave
Tomah, WI 54660

COMMISSION MEETING REPORT

Agenda Item: Winnebago Park Project

Summary and Background Information:

(appropriate documentation attached)-

- See attached proposed trail and pricing.
- Director Protz would like discussion and recommendation if a trail should be added to the Winnebago Park Project along the shoreline while the project continues.
- The idea of the trail came about due to the continued growth of activities in the Park and off street parking. Many users will pull off to the side of the new road and park in parkland, also many user continue to utilize to drive through the park as well.
- The main question is do we feel the roadway is adequate for walkers/runners or do we feel a separate trail/walkway is necessary.

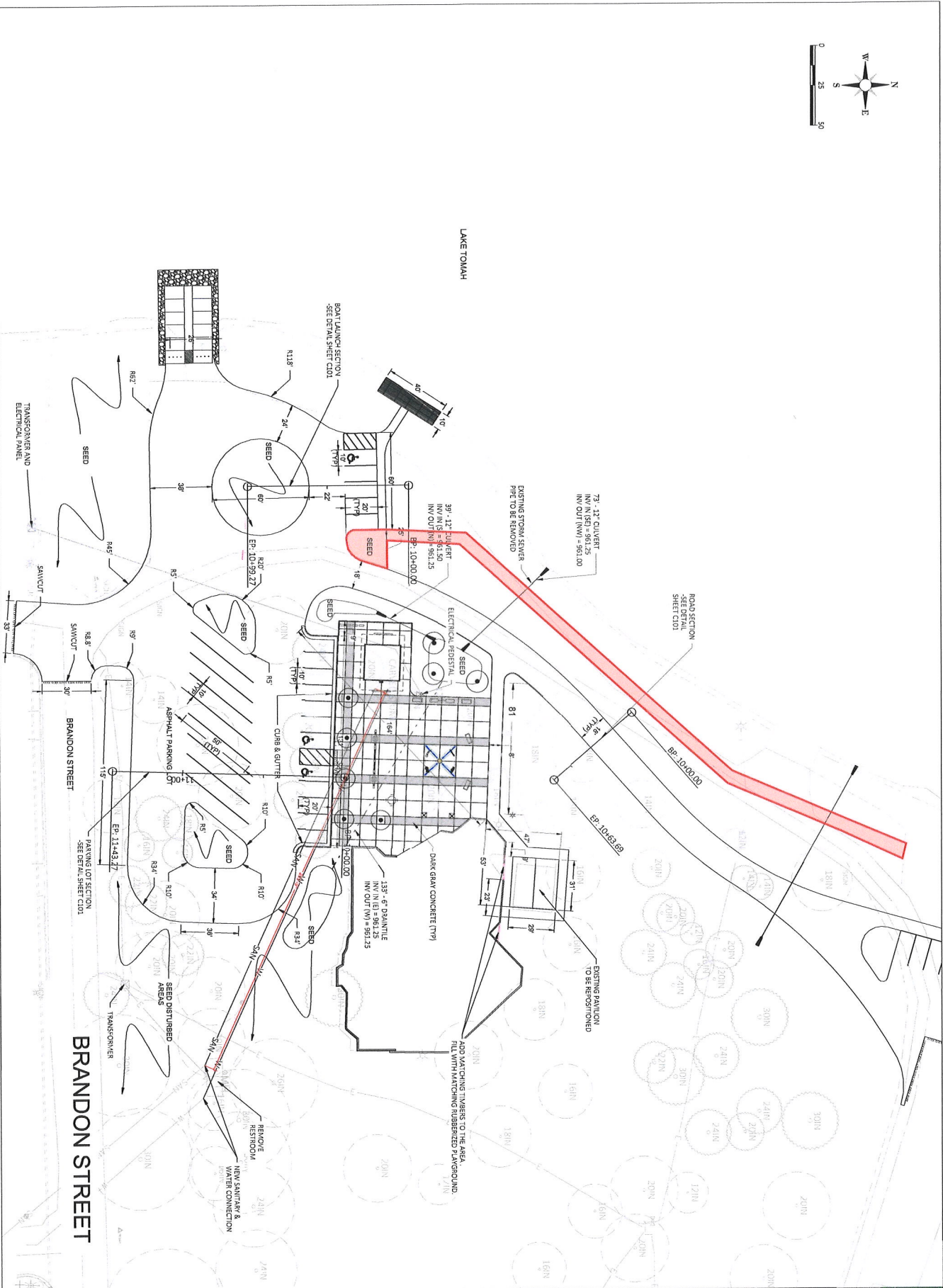
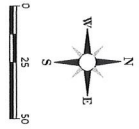
Fiscal Note: Possible funding for the project through donations, park improvement fund/cell tower.

Recommendation:

Discuss and make any recommendations to the S.E.T. Team and/or City Council.

Joe Protz
Joe Protz, Director

3-2-2023
Date



| | |
|---|--|
| Legend: | Notes: |
| <ul style="list-style-type: none"> ▲ (Green) - New Planting ▲ (Yellow) - Existing Planting ▲ (Red) - Remove Planting ▲ (Blue) - New Utility ▲ (Black) - Existing Utility ▲ (Red) - Remove Utility | <ul style="list-style-type: none"> 1. All dimensions are in feet unless otherwise noted. 2. All utility lines are shown in plan view. 3. All utility lines are to be installed in accordance with applicable codes. 4. All utility lines are to be installed in a trench. 5. All utility lines are to be installed in a trench. |

WINNEBAGO PARK 2021 IMPROVEMENTS

TOMAH, WI

ENLARGED SITE PLAN - SOUTH

Sheet Number:
C 203

203 Winnebago Park
 Chippewa Falls, WI 54729
 Phone: 715.881.5200
 www.cbs2.com

11



Proposal

Gerke Excavating
 15341 State Hwy 131, S
 Tomah, WI 54660
 www.gerkeexcavating.com
 Phone (608) 372-4203
 Fax (608) 372-4139

To:
 City Of Tomah

Project:
 Tomah Winnebago Phase 1 - Blacktop Walking Trail

Proposal #:
 Q21627 - CO 3

Date:
 February 27, 2023

| Line Number | Item Number | Bid Item | Notes per Item |
|------------------------|-------------|---------------------------------|---------------------|
| 1 | 205.0100 | Excavation Common | |
| 2 | 305.0110 | 8" - Base Aggregate Dense 3/4" | |
| 3 | 625.0100 | Topsoil | |
| 4 | 630.0100 | Turf Restoration, Hydro-seeding | |
| 5 | 619.1000 | Mobilization | |
| Total Bid Price | | | \$ 14,715.00 |

Exclusions/Clarifications/Notes

- Asphalt work is excluded.

Sincerely,

Scott Von Haden
 Gerke Excavating

The terms listed hereon are satisfactory and (I)(We) hereby authorize the performance of said work.

Signed: _____ Date: _____

Printed Name: _____ Title: _____



Proposal

Gerke Excavating
15341 State Hwy 131, S
Tomah, WI 54660
www.gerkeexcavating.com
Phone (608) 372-4203
Fax (608) 372-4139

To:
City Of Tomah

Project:
Tomah Winnebago Park Phase 1 - Concrete walking Trail

Proposal #:
Q21627 - CO 4

Date:
February 27, 2023

| Line Number | Item Number | Bid Item | Notes per Item |
|------------------------|-------------|---------------------------------|---------------------|
| 1 | 205.0100 | Excavation Common | |
| 2 | 305.0110 | 6" - Base Aggregate Dense 3/4" | |
| 3 | 625.0100 | Topsoil | |
| 4 | 630.0100 | Turf Restoration, Hydro-seeding | |
| 5 | 619.1000 | Mobilization | |
| 6 | 402.0000 | Concrete Sidewalk, (4") | |
| Total Bid Price | | | \$ 42,130.00 |

Exclusions/Clarifications/Notes

Sincerely,

Scott Von Haden
Gerke Excavating

The terms listed hereon are satisfactory and I/(We) hereby authorize the performance of said work.

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Parks and Recreation PROGRAM REPORT for February 2023 Park Board

Other Parks

- Maintenance on equipment and buildings
- Snow Removal on trails and sidewalks
- Working with site engineer for finalizing bid documents for Ballfield Complex tentative bid opening April 10th.
- Set up and take down for 13th Annual Freeze Fest

RECREATION PROGRAMS

- Winter programs-
 - Youth Basketball 1st-4th finished with 116 participants
 - Adult Basketball continues with 14 teams
 - Women's Volleyball continues with 8 teams.
 - Open Gyms and Open Floorball continue
 - Assisted Tomah Rotary with Freeze Fest activities.
 - Starting to work on Spring and Summer programming.

AQUATIC CENTER

- Pool Closure and Winterization
- Beginning to work on 2023 Pool Schedule

RECREATION PARK

- January-6+7 Glen Miller Auction, 13th-15th Monroe Tavern League Pool Tournament, 21st-23rd Rabbit Show, 27th-29th Gun Show
- February- 4th Freeze Fest, 10-11th Glen Miller Auction, 18-19th Medieval Reenactment, Feb. 25 Sleep in Heavenly Peace Bed building,
- March-4th Tomah Baseball Club Opening Night, 11th Families First Trivia Contest, 18th SCA, 25th N.a.s.a. banquet, April 1st Toy Show.
- Ice Center has Ice and Tomah Youth Hockey continue with programming.
- Exhibit Building host Tomah High School and Middle School Gymnastics Program.
- General upkeep and maintenance on buildings
- Working with Keller Inc., Tomah Youth Hockey on Ice Center Addition tentative bid opening April 4th.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation