



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, September 22, 2025 at 5:45 PM
in the **Council Chambers, City Hall 819 Superior Ave, Tomah WI 54660.**

Call to Order

Roll Call

Approval of the Minutes

1. Minutes July 28, 2025

Agenda Items

2. Act on State Stewardship, Federal Recreational Trails Program (RTP) and Federal Land & Water Conservation (LCWF) programs for City of Tomah SE Recreation Trail Extension
3. Program Report

Approval Future Meeting Date: October 27, 2025

Adjournment

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 Nicole Jacobs, 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 July 28, 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 Travis Scholze. Also present: City Administrator Nicholas Morales. Nicholas Dorava from Town and Country Engineering appeared via zoom.

The following members were absent: Josephine Piper.

Others in attendance:

1. Act on Minutes of June 23, 2025, regular meeting. Motion by Oak Moser, second by Dean Peterson to accept the minutes of the June 23, 2025 regular meeting. Motion approved.
2. Approval of Preliminary Engineering Multi-Use Trail Connection. An estimated \$8,000 is needed to begin the engineering work on the project. A 50/50 grant has been received to construct a multi-use trail beginning approximately at the Aquatic Center and going toward the southwest in an effort to hook up to the trail near Tomah Health. The \$8,000 is a “not-to-exceed amount without further action. A map of the project area was provided and the “Blue Route” is the path that is part of this project. Total cost of the project is estimated at \$725,000.

Motion by Dean Peterson, second by Donna Evans to recommend the Committee of the Whole approve the preliminary engineering plan as presented by Town and Country Engineering at a cost of up to \$8,000 which will be included as part of the grant funds. Motion approved.
3. Parks and Recreation Program Report: Dir Protz reviewed the July 2025 Program Report. National Night Out will be held at Winnebago Park on August 5th. The Department is working with the Lake Committee on a possible addition of a dock at Butts Park and signage at Winnebago Park near the fishing pier and kayak launch. Recreation Park continues to be very busy with multiple events scheduled.

Motion by Oak Moser, second by DeDe Nelson to adjourn. Motion passed. The meeting was adjourned at 6:00 PM. Next regular meeting to be held Monday, August 25, 2025 at 5:45 PM at the City Council Chambers.

Respectfully Submitted:

JoAnn Cram, July 28, 2025

COMMISSION MEETING REPORT

Agenda Item: Act on State of Wisconsin Stewardship, Federal Recreational Trails Program (RTP) and Federal Land & Water Conservation (LCWF) programs for City of Tomah Southeast Recreation Trail Extension

Summary and Background Information:
(appropriate documentation attached)-

See Attached Letter from the State of Wisconsin Department of Natural Resources

After the initial scoring, the project the City of Tomah was eligible for up to \$362,250.00 from the grant program. The most recent letter from the Department of Natural Resources has tentatively selected the City of Tomah to receive a Stewardship grant in the amount of \$410,422.00

Fiscal Note: Currently the City of Tomah has agreed to match the initial amount of \$362,250.00. This would increase the match to \$410, 422.00

Recommendation: Discuss and make any recommendations to City Council.

Joe Protz
Joe Protz, Director

9-18-2025
Date



September 17, 2025

Dear Joe Protz,

This will advise you that the 2025 (Fiscal Year 2026 Funding) project rankings and recommendations for outdoor recreation grant assistance funding for State Stewardship, Federal Recreational Trails Program (RTP) and Federal Land & Water Conservation (LWCF) programs are now complete.

I am pleased to inform you that the City of Tomah application for the Southeast City of Tomah Recreation Trail Extension project has been tentatively selected to receive a Stewardship grant in the amount of \$410,422.00 from our Stewardship Acquisition and Development of Local Parks sub-program. The 2025 grant cycle was very competitive. The Department received 110 applications statewide requesting more than \$20 million in grant assistance for public outdoor recreation projects.

This letter represents tentative selection of your project for grant funding. Prior to execution of final grant agreements, I will work closely with you to update project details (set scope of work) and complete all reviews, approvals, and consultations required under applicable federal laws, state statutes, and administrative rules. These awards are contingent on successful completion of the review and approval process. Please note that the final grant amount may change based on updated project information and detailed review of eligible project costs. I will contact you soon to discuss next steps. ***The City should not start construction, prior to execution of signed grant agreement unless it is willing to assume the risk of absorbing those costs.***

If you are no longer interested in receiving these grants, please let me know as soon as possible so that the Department can contact other applicants on the ranked list of projects regarding tentative grant awards.

I will remain as your primary Department point of contact for this project. Please call me at 715-492-6091 or email me at grace.mikelsons@wisconsin.gov at any time.

Again, congratulations on the tentative selection of your project. I look forward to working with you.

Sincerely,

Grace Mikelsons
Grant Project Manager
Bureau of Community Financial Assistance



Endangered Resources Review for the Proposed Tomah Southeast Rec Trail Stew Grant NHI, Monroe County

WI DNR Reviewer Information

Review Date	8/1/2025
Reviewer Name	Grace Mikelsons
Bureau Name	Community Financial Assistance
Work Station	Eau Claire

Section A. Location and brief description of the proposed project

Project Number	
Project Timing	
Location	Monroe County - T17N R01W S04, T17N R01W S09
Project Description	Construction of a new asphalt trail and boardwalk
Current Habitat	Along existing roadways and through wetlands
Impacts to Wetlands or Waterbodies	
Property Type	
Federal Nexus	

Details related to project location, design, and timing of disturbance are important for determining both the endangered resources that may be impacted by the project and any necessary follow-up actions. Please renew the review when the project plans or timing change, new details become available, or more than a year has passed to confirm if results of this ER Review are still valid.

The project follow-up actions are summarized below:

- Required Actions: 2 species
- Recommended Actions: 1 species
- No follow-up Actions: 0 species
- Additional Recommendations: Yes

Section B. Endangered Resources recorded from within the project area and surrounding area

	Group	State status	Federal status
Karner Blue Butterfly High Potential Range	Other	NA	HPR
Blanding's Turtle (<i>Emydoidea blandingii</i>)	Turtle~	SC/P	SOC
Wood Turtle (<i>Glyptemys insculpta</i>)	Turtle~	THR	SOC

For additional information on the rare species, high-quality natural communities, and other endangered resources listed above, please visit our Biodiversity (<https://dnr.wi.gov/topic/EndangeredResources/biodiversity.html>) page. For further definitions of state and federal statuses (END=Endangered, THR=Threatened, SC=Special Concern), please refer to the Natural Heritage Inventory (NHI) Working List (<https://dnr.wi.gov/topic/NHI/calypso/EOREport.html#SStatus>).

Section C. Follow-up Actions

Actions that need to be taken to comply with state and/or federal endangered species laws:

Karner Blue Butterfly High Potential Range - Other

State status: NA

Federal status: HPR

Impact type Impact possible

Required measures Surveys

Description of required measures

The project is located within the Karner Blue Butterfly (KBB) High Potential Range. The wild lupine (*Lupinus perennis*) is the host plant for this species and suitable habitat may be present at the project site. Therefore, the following surveys need to be conducted:

1. Wild lupine surveys will need to be conducted by a certified surveyor, (https://widnr.widen.net/view/pdf/oizrcldcnvu/NH_Review_KBBSurveyors.pdf?t.download=true&u=kkadwx) from green-up to July 31 and prior to any ground disturbance at the site. If lupine is not present on the site, then no further action for the butterfly is necessary. Lupine survey forms can be found at the WDNR KBB HCP website (<https://dnr.wi.gov/topic/endangeredresources/karner/access.html>).

2. If lupine is identified at the project site, additional surveys will be required to determine the presence of the Karner Blue Butterfly. These surveys must be conducted by a certified surveyor (same link as in #1) during the two peak flight periods (roughly late May - late June and mid July - late August; <https://dnr.wisconsin.gov/topic/endangeredresources/karner/access>). If KBBs are not present on site, then no further action for the butterfly is necessary. Both wild lupine and KBB survey results should be submitted to the Endangered Resources Review Program.

If the Karner Blue Butterfly is present on or near the site, please coordinate with the U.S. Fish and Wildlife Service (952-252-0092) or the WDNR HCP Coordinator (Rebecca.Roth@wisconsin.gov) on measures to avoid impacts to the butterfly. If avoidance of all occupied habitat is not possible and the project may result in take of the butterfly, the applicant should become a partner to the Wisconsin Statewide KBB Habitat Conservation Plan (HCP).

Wood Turtle (*Glyptemys insculpta*) - Turtle~

State status: THR

Federal status: SOC

Impact type Impact possible

Required measures Time of year restriction, Exclusion Fencing, Other

Description of required measures

Since suitable habitat for the Wood Turtle is present within the project site, the following measures are required:

- No instream work and/or drawdowns can occur during the maximum overwintering period of October 1 – April 30. In stream work includes, but is not limited to, streambank/rip rap installation, ford installations, open cut trenching, and dredging.
- No ground disturbance, heavy equipment operation or supply/equipment storage can occur within nesting habitat (exposed sand or gravel areas) within 200 ft of a suitable waterway during the nesting season (May 20 – September 18) unless exclusion fencing following WDNR's Amphibian and Reptile Exclusion Fencing Protocol has been installed outside of these dates. Work can then be conducted within the fenced area at any time of year as long as the fencing is maintained.
- Uplands within 0-75 meters of suitable stream edge – avoid ground disturbing activities within 0-75 m (0-246 ft) of a suitable stream edge from March 15 - October 31 unless exclusion fencing following WDNR's Amphibian and Reptile Exclusion Fencing Protocol has been installed outside of these dates. Work can then be conducted within the fenced area at any time of year as long as the fencing is maintained.
- Uplands within 75-300 meters of suitable stream edge – avoid ground disturbing activities within 75-300 m (246-984 ft) of a suitable stream edge from May 15 - September 15 unless exclusion fencing following WDNR's Amphibian and Reptile Exclusion Fencing Protocol has been installed outside of these dates. Work can then be conducted within the fenced area at any time of year as long as the fencing is maintained.

If suitable habitat cannot be avoided, please contact the ER Review team (DNRERReview@wi.gov) to discuss possible project-specific avoidance measures. If take cannot be avoided, an Incidental Take Permit will be necessary.

Please note, active dates are updated frequently in the spring and fall, and can be checked here: <https://dnr.wi.gov/topic/WildlifeHabitat/HerpRegulations.html>

Actions recommended to help conserve Wisconsin's Endangered Resources:***Blanding's Turtle (Emydoidea blandingii) - Turtle~***

State status: SC/P

Federal status: SOC

Impact type

Impact possible

Recommended measures

Time of year restriction, Exclusion Fencing, Other

Since suitable habitat for the Blanding's Turtle is present within the project site, the following measures can voluntarily be implemented to avoid impacts:

Overwintering areas – Blanding's turtles typically overwinter in wetlands or water bodies with standing water at least three feet deep. Because this species can be found in these wetlands and water bodies throughout the year, impacts to these wetlands and water bodies should be minimized at all times, especially during the Blanding's turtle maximum inactive season (October 1 – April 30).

Non-overwintering areas – For wetlands / water bodies shallower than three feet at the deepest point, conduct work outside of the Blanding's turtle's active season maximum (March 5 – November 15). The installation and maintenance of exclusion fencing using the WDNR Amphibian and Reptile Exclusion Fencing Protocol (https://widnr.widen.net/view/pdf/3kgwf13gje/NH_Review_AmphibianReptileFencingProtocols.pdf?t.download=true&u=kkadwx) is an avoidance option that can be used during this period as long as the exclusion fencing is installed between November 16 and March 4. Work can then be conducted within the fenced area at any time of year as long as the fencing is maintained.

Description of recommended measures

Upland nesting habitat – Avoid work in suitable upland nesting habitat (sandy and/or well-drained soils) within 275 m (900 ft) of a wetland or water body during the Blanding's turtle's nesting period (May 20 – October 15). The installation and maintenance of exclusion fencing using the WDNR Amphibian and Reptile Exclusion Fencing Protocol is an avoidance option that can be used during this period as long as the exclusion fencing is installed between October 16 and May 19. Work can then be conducted within the fenced area at any time of year as long as the fencing is maintained.

If avoidance dates and fencing cannot be implemented, it is recommended to walk through or gently disturb the project area immediately prior to disturbance. While this will not protect nests, it may allow turtles to move out of the area and avoid take. If a turtle is found, please carefully move it to suitable habitat outside the project area.

Please note, active and inactive dates are updated frequently in the Spring and Fall, and can be checked here: <https://dnr.wi.gov/topic/WildlifeHabitat/HerpRegulations.html>

Remember that although these actions are not required by state or federal endangered species laws, they may be required by other laws, permits, granting programs, or policies of this or another agency. Examples include the federal Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, State Natural Areas law, DNR Chapter 30 Wetland and Waterway permits, DNR Stormwater permits, and Forest Certification.

Additional Recommendations:

Please note that plastic or polypropylene netting associated with erosion matting (also known as an erosion control blankets or erosion mesh netting) without independent movement of strands can easily entrap snakes and other wildlife moving through the area, and cause dehydration, desiccation, and eventually mortality. Biodegradable jute/twine netting with the "leno" or "gauze" weave (contains strands that are able to move independently) has the least impact on snakes. If erosion matting will be used for this project, use the following matting (or something similar): American Excelsior "FibreNet" or "NetFree" products; East Coast Erosion biodegradable jute products; Erosion Tech biodegradable jute products; ErosionControlBlanket.com biodegradable leno weave products; North American Green S75BN, S150BN, SC150BN or C125BN; or Western Excelsior "All Natural" products.

No actions are required or recommended for the following endangered resources:

None

Disclaimer

This ER Review may contain Natural Heritage Inventory data (<https://dnr.wi.gov/topic/NHI>), including specific locations of endangered resources, which are considered sensitive and are not subject to Wisconsin's Open Records Law. As a result, information contained in this ER Review may be shared only with individuals or agencies that require this information in order to carry out specific roles in the permitting, planning and implementation of the proposed project. Specific locations of endangered resources may not be released or reproduced in any publicly disseminated documents. Details related to project location, design, and timing of disturbance are important for determining both the endangered resources that may be impacted by the project and

any necessary follow-up actions. If the project plans change, new details become available, or more than a year passed, please renew this review.

Other Parks

- Cleaning Parks and Shelters
- Mowing Parks and Public Green Space
- Painting fields for youth football and soccer
- Working on painting graffiti in park system, Wisconsin Woodsmen helped paint skate park.

RECREATION PROGRAMS

- Fall Programing has begun with 158 participants in K-6 youth football
- Co Rec Volleyball begins on September 14th with 12 teams
- Open gyms will begin in October
- K-6th youth volleyball will begin on Oct. 4th.
- Recreation Station offering fall open house on September 25th from 1-6pm
- Working on Fall Special Events at Recreation Station
- 6 rentals in August and 6 rentals in September at Recreation Station
- Open House at Recreation Station Thursday September 25th from 1:00pm-5:30pm

AQUATIC CENTER

- Fall Winterization and Cleaning

RECREATION PARK

- August 2 Quinceanera, August 30th Birthday Party.
- September 6 Rotary Block Party, Sept 13 Wedding, Sept 20 Wedding,
- October 4 LARP, Oct 11 Wedding, Oct 18 Wedding, Oct 24-26 Gun Show, Oct 31 Community Halloween Exhibit Building, Nov. 1 Fire Dept Banquet.
- General upkeep and maintenance on buildings
- Tomah Ice Center is up and running and Woodsmen will begin practice at the end of August.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation