



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, October 28, 2024 at 5:45 PM
in the **Council Chambers, City Hall, 819 Superior Ave, Tomah, WI.**

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1. **Call to Order - Roll Call**
 2. **Approval of the Minutes**
August Meeting Minutes
 3. **Agenda Items**
 - A. Smoking in City Parks near playgrounds and playfields
 - B. Winnebago Park Kayak Rental Program
 - C. Refund Policy for Programs and Park Shelters
 - D. Tomah Parks and Recreation Program Report
 4. **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 Aug 5, 2024 at 5:45p.m. in Recreation Station, Arthur St. location. 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, Josephine Piper, Dean Peterson, Shirley Galstad-Roh, Travis Scholze

The following members were absent: Dustin Powell, Donna Evans

Others in attendance:

1. Act on Minutes of June 24, 2024, regular meeting. Motion by Peterson second by Galstad-Roh, to accept the minutes of the June 24, 2024, regular meeting. Motion approved.
2. Winnebago Park Self Service Kayak Rental Program: Dir Protz reviewed proposal for a Kayak Rental Program at Winnebago Park. The program would be managed by www.rent.fun, providing full-service maintenance, equipment replacement, customer support and other functions. Initial funding of approx. \$20,000 would be required. All revenue received is split 50/50 with equipment supplier and the City. Dir Protz to connect with Lake Committee about feasibility, no action taken.
3. Fireman's Park Playground Replacement: Dir Protz reviewed the need for replacement playground equipment and a proposal from Lee Recreation for a \$227,000 package. Dir Protz to discuss fundraising possibilities with other organizations. No action taken.
4. National Fitness Grant: Dir Protz to investigate grant possibilities, expected costs would be in the \$250,000 range. No action taken.
5. Tomah Parks and Recreation Program Report: Dir Protz reviewed the monthly Program report.
6. Discussed any affairs and business of the Tomah Parks and Recreation Department.
 - a. Discussion about use of electric bikes, scooters, golf carts, and other motorized vehicles on lake trails and their pedestrian concerns.

The Meeting was adjourned at 6:20PM. Next regular meeting to be held Monday, Sep 23, 2024, @ 5:45PM, at Recreation Station, Arthur St.

Respectfully Submitted: Oak Moser, Aug 6, 2024.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Smoking in City Parks near playgrounds and playfields.

Summary and Background Information:

(appropriate documentation attached)-

- Director Protz has received emails and calls regarding the concerns of smoking at Veterans Park Soccer Fields and Parking lot.
- Other community members have mentioned their concerns of smoking on and close to patrons at City Playgrounds.

Ideas:

- Make Certain Parks/Areas smoke free
- Draft an Ordinance/Park rules that prohibit smoking within 200 feet of a playground or playfield.

Samples of other communities will be provided at the meeting.

Fiscal Note:

Recommendation: Review and discuss concerns regarding smoking in City Parks

Joe Protz
Joe Protz, Director

10-23-24
Date

COMMISSION MEETING REPORT

Agenda Item: Winnebago Park Self Service Kayak Rental Program

Summary and Background Information:
(appropriate documentation attached)-

Director Protz discussed the Kayak Rental Program with the Lake Committee. The Lake Committee is in support of the program but does not currently have funding for the program and feel it is the best fit for the Parks and Rec to oversee the recreational activity. Attached is a more affordable option of rental program that could be offered to the community.

Recommendation:
Discuss and/or act on Self Service Kayak Rental at Winnebago Park and Lake Tomah

Joe Protz
Joe Protz, Director

10-1-2024
Date

Proposal Summary

Self-Serve Kayak Rentals at Winnebago Park – Tomah, WI

Submitted by: The Surf Shack LLC/Instapaddle.com

Prepared by: Nathan Olson (owner)

Date: 8/5/2024

Overview

The Surf Shack LLC has proposed the addition of our self-serve kayak rental station at Winnebago Park in Tomah, WI. Everything is owned and operated by The Surf Shack. A startup fee of \$4,800 will be required from the city for the five-year operation agreement. The Surf Shack also provides insurance, maintenance, and 10% of sales paid back to the City.

Cost

- Startup fee of \$4,800 for set up and operation of 6-kayak rental station during a five-year operation agreement. This payment helps alleviate the initial financial burden and allows us to focus on operation needs of the rentals.

Revenue Sharing

- 10% of sales paid to City of Tomah at the end of each season. If the rental station is successful, then the city can share in that success!

The Rental Station

- Self-serve model. Accessed via smartphone. Instructions are posted at the rental station that direct customers to **Instapaddle.com**. From there, customers are able to sign a waiver, select the equipment, and pay online. Once payment is accepted, they are granted access via unique pin codes that are displayed on their account. These pin codes allow the user to unlock the equipment.
- Rental station consists of a kayak rack and an equipment locker.



- Accessible – design allows for all around access to kayaks making retrieving and returning equipment easy.
- Adaptable – Rack can allow for longer tandem kayaks, canoes, and even stand up paddle boards.
- Affordable – Economical design provides a budget friendly option.
- Open every day from at least Memorial Day to Labor Day weekend from sunrise to sunset.
- Removed seasonally.
- All electronics and hardware are self-contained so there are no power or other utilities needed.
- Kayaks are durable and high-quality Old Town brands. Initial proposal includes 6 kayaks (2 tandem, 4 singles) with room to expand and include stand up paddle boards as well.
- Life Jackets and paddles are provided in the equipment locker. Life jackets are offered in multiple sizes to accommodate all users.

Operations

- All management and operation of the rental station provided by The Surf Shack LLC.
- Weekly maintenance and inspection. (Weed trimming around station included)
- 24/7 customer service line.
- Set up in early spring and removal in the fall. (Exact timeline approved by City).

Site

- Proposed location is near kayak launch at Winnebago Park.
- No power or utilities needed.
- City may elect to install woodchips at site if desired (though not required). (Weed trimming is part of weekly maintenance).
- Approximate footprint of one rental station is 8' x 14'.



Insurance

- General Liability Insurance of \$1,000,000
- The City and staff covered as additional insured under our policy.

Requirements from City/Parks

- Startup fee described above.
- Concession Agreement allowing The Surf Shack to operate on the premises.
- Location near water with easy access. No pavement or gravel between rental station and launch area is preferred.

Conclusion

Our self-serve kayak rental stations add value to parks by providing a convenient and accessible way for everyone to enjoy the water. By providing all the management, maintenance, and an affordable rental station, we hope to make it an easy decision to proceed with our self-serve kayak rentals!

COMMISSION MEETING REPORT

Agenda Item: Refund Policy for Programs and Shelters

Summary and Background Information:
(appropriate documentation attached)-

Director Protz would like to discuss a refund policy with the Parks and Recreation for programs and shelters. Attached is a draft of a policy like others in the same field.

Recommendation:
Discuss and/or act Refund Policy

Joe Protz
Joe Protz, Director

10-23-2024
Date

Tomah Parks and Recreation Department Refund Policy Proposal

Programs, Classes and Lessons:

- Refunds will only be granted if requested 7 days prior to the scheduled start of the activity.
- Refunds can be placed as a credit on your account or by check that will be mailed out. *Please note that it takes approximately 2-3 weeks to receive a check refund.*
- Participants who miss class due to illness, vacation, etc., will not have the opportunity to make them up.
- Full refunds will be given if a program is cancelled by the Tomah Parks and Recreation Department.

Shelters, Pavilions and Recreation Station:

- Refunds will be issued if the Tomah Parks and Recreation Department is notified at least 30 days prior to the reservation date.
- Refunds will not be issued due to inclement weather.
- Refunds can be placed as a credit on your account or by check that will be mailed out. *Please not that it takes approximately 2-3 weeks to receive a check refund.*

Other Parks

- Maintenance on equipment and buildings
- Park clean ups, bathrooms are open with high usage with the warm weather
- Held Disc Golf Course open house on October 5th.
- Recreation Station continues grow with rentals and activities
- Outdoor Park Bathrooms will close on November 1st

RECREATION PROGRAMS

- Youth Football finished with over 200 participants
- Youth Volleyball began on Sept. 14th with over 50 participants
- Co Rec Softball continues with 7 teams
- Co Rec Volleyball began on Sept. 15th
- Open Gyms began on September 23rd
- Recreation Station Pre-School Open gym continues
- Look for special events this fall
- Working on 2025 Activity Guide

AQUATIC CENTER

- Fall Maintenance and cleaning

RECREATION PARK

- Sept. 7 wedding, Sept 13-14 Rotary Fundraiser, Sept 21 wedding.
- Oct. 11-12 LARPA, Oct. 25-27 Gun Show, October 31st Halloween, Nov. Fire Dept Night Out, Nov. 7-9 Glen Miller Auction, Nov. 23rd Senior Center Craft Fair
- General upkeep and maintenance on buildings
- Midway continues
- Ice addition construction has been completed
- Tomah Youth Hockey and Woodsmen Hockey continues with activities at the Ice Center

Joe Protz

Joe Protz
Director Tomah Parks and Recreation