



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, October 27, 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 September 2025

Agenda Items

2. Act on 5-year C.O.R.P. update using City Staff
3. Act on request to place informational sign in Winnebago Park
4. Program Report

Future Meeting Date: November 24 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 September 22, 2025 at 5:45 PM 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, Bryan Pierce, JoAnn Cram, and Travis Scholze. Also present: None.

The following members were absent: Donna Evans. Josephine Piper has resigned.

Others in attendance:

1. Act on Minutes of July 28, 2025, regular meeting. Motion by D Peterson, second by O Moser to accept the minutes of the July 28, 2025 regular meeting. Motion approved.
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. The City was previously eligible for up to \$362,250 from the grant program. A recent letter from DNR has tentatively selected Tomah to receive additional grant funds in the amount of \$410,422. The City previously agreed to match the initial amount of \$362,250 and with approval, this would increase the match to \$410,422. The project description is to construct a new asphalt trail and boardwalk along existing roadways and through wetlands on the south side of the City. The funds must be spent within four years. City employees can do in-kind work to offset costs.

Motion by T Schultz, second by D Peterson to recommend the Committee of the Whole approve Motion approved.
3. Parks and Recreation Program Report: Dir Protz reviewed the September 2025 Program Report. Wisconsin Woodsmen helped paint the skate park and the department is working on cleaning parks and shelters and painting fields for youth football and soccer. The Fall youth football program has started as well as Co Rec Volleyball. Open gyms will begin in October as well as K-6 youth volleyball. Recreation Station will have a fall open house on Sept. 25th from 1 to 5:30 PM. Recreation Park remains busy with various events.
4. Adjourn

Motion by D Peterson, second by B Pierce to adjourn. Motion passed. The meeting was adjourned at 6:00 PM. The next regular meeting to be held Monday, October 27, 2025 at 5:45 PM at the City Council Chambers.

Respectfully Submitted:

JoAnn Cram, September 22, 2025 (No August meeting)

COMMISSION MEETING REPORT

Agenda Item: Act on 5-year C.O.R.P. update using City Staff

Summary and Background Information:

(appropriate documentation attached)-

The City of Tomah Comprehensive Outdoor Recreation Plan expires in 2025. An updated 5-year plan will need to be completed to apply for specific grants and other funding sources for project. Previously a proposal from firm would cost approximately \$13,000.00 to complete the plan with the help of City Staff and Parks and Recreation Commission. Recently the City of Tomah has hired a Zoning Director, Mr. Charles Handy, who has had previous experience in creating a C.O.R.P. plan. Director Protz has met with Director Handy to discuss the creating the plan in house. Attached is the current plan on file. We will begin working with the commission in January to begin the process of updating the plan.

Fiscal Note: This would save the city approximately \$13,000.00

Recommendation: Discuss and act on request.

Joe Protz
Joe Protz, Director

10-24-2025
Date

CORP 2021-2025



CITY OF TOMAH, WISCONSIN
COMPREHENSIVE OUTDOOR
RECREATION PLAN
FEBRUARY, 2021



ACKNOWLEDGEMENTS

THE PARK AND RECREATION COMMISSION

Dustin Powell, President

Oak Moser, Secretary

Tess Saunders

Bruce Peth

Dean Peterson

Donna Evans

Shirley Galstad-Roh

Jared Tessman

CITY STAFF

Joe Protz, Director of Parks and Recreation

Brian Olson, Foreman, Maintenance

Chuck Dade, Park Maintenance

Chris Spiers, Park Maintenance

Dan Murphy Recreation Park Maintenance Worker



Phil Johnson, PLA Senior Landscape Architect

Ben Nesja, Senior Technician

Lisa Brandenburg, Report Development

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1.0

EXECUTIVE SUMMARY

WITH A PARK SYSTEM BUILT THROUGH
COMMUNITY SUPPORT AND SUSTAINED
THROUGH CLOSE SOCIAL CONNECTION
OF THE COMMUNITY, HOW DOES
TOMAH PLAN FOR THE FUTURE IN OR-
DER TO MEET CURRENT STANDARDS?

1.0 Executive Summary

The purpose of the Tomah Parks Comprehensive Outdoor Recreation Plan (CORP) is to accomplish two important tasks: complete an inventory of park facilities that make up the City park and open space, and to provide guidance for future improvements and expenditures to sustain the park system. The CORP addresses the community's long range park and open space needs for the next 25 years, with a particular focus on the community's park needs for the next 5 years (2021 to 2026). This CORP plan is the benchmark for future plans. After the adoption of the plan, this document will allow the City to apply for State DNR grant funding, as required by Wisconsin State Statute NR 50.06.(4).

2.0 Introduction

Tomah has a wide variety of parks, with each of the eleven being different than the others. With these unique parks, the City is blessed with an abundance of outdoor space. Each of the existing parks represents a type of activity that, for the most part, is not duplicated between parks. The distribution of the facilities is not as critical as in a larger communities, as each of the parks are within close distance from each other, allowing easy access for the program offerings that exist in each of the different parks. The combination of all the parks offers a good range of both social and recreational opportunities.

3.0 Community Description

This chapter summarizes the demographic makeup of the City of Tomah. The community has a stable population history with modest growth over the past ten years. The City of Tomah will remain stable in population and income, but does not have the draw of a larger population center. Population and income in Tomah is projected increase over the next past 5 years. The 2020 census will more clearly identify indicators of population and income level, but the various employment sectors of the community are expected to remain stable in the near future.

Tomah had a few pockets of low income areas, but this does not contribute to a significant percentage of the total population. Age groups are evenly distributed currently, but the growth of the 65+ age groups will continue to impact the community recreational needs over the next twenty years.

4.0 Park System Standards

This chapter defines the standards used to define types of parks found in a community. Of the seven total types of parks typically found in communities, Tomah has six of them: Neighborhood Parks, Nature areas, Special Use, Community Parks, Recreation Parks and Public School Open Space. The type and location of these parks drives Tomah's diversity in the park and open space offerings which the City manages for the community.

5.0 Park Inventory

Each park in the City was inventoried for equipment, structure, parking and other site features/amenities. This inventory is being used to establish the baseline for park improvements or changes. The standards applied to this report are provided by the National Recreation and Park Associations (NRPA), which is the national association that is responsible for guiding communities in developing vital, engaging, and safe indoor and outdoor facilities.

6.0 Needs Assessment

A community's needs assessment plays a large role in discovering the community's most critical recreation opportunities and developing an understanding of the exact needs of the community. This chapter identifies the two elements of assessing the community park and recreation needs: public input and park standards. To guide this process, public engagement is used to define the local community's capability to develop and manage the parks, which establishes local standards that can be compared to national standards. This chapter examines the mechanism in place to manage the parks and confirms that resident park and recreation needs are being met.

7.0 Recommendations

Recommendations are the at the core of the park plan, which essentially act as the road map for the future direction for Tomah parks. This chapter examines national standards and compares them to the City of Tomah's park system. Considerations include the type and size of the community, how best to improve or update the system to meet current accessibility and safety standards, opportunities to continue to plan all elements of the system, the importance of private recreation in the community, service group involvement, school district involvement, programing of the parks facilities, funding considerations, trail development, water access, criteria necessary to receive the Tree City designation, and the playground and facility's fees and charges combined with City funding to best afford opportunities for all members of the community.

8.0 Capital Improvement

This chapter defines the strategy necessary to have a long-term approach to improving and sustaining the community parks, as long-term strategic planning is necessary to develop the vision for the City parks.

This chapter defines the short-term (1-5 years), mid-term (6-10 years), and long-term (10+ years) improvement schedule for each park in Tomah. Included in this chapter is a master park plan for Winnebago Park.

9.0 Maintenance Plan

Careful planning and design are essential to building a great community park system, but it is the level of long-term care that determines how attractive facilities remain, how long equipment lasts, how safe parks are,

and displays the City's commitment to the community's quality of life.

Sustainable maintenance improves the quality of the natural environment and carefully balances the need to enhance or restore natural resources with the need for active play opportunities. The amount of necessary maintenance will vary from park to park. Active parks, for example, tend to need a higher level of attention, while most open spaces only require some annual maintenance.

This chapter presents details for the long-term maintenance of the Tomah parks. Some additional maintenance requirements may require increases in labor. In Tomah's case this would be handled through seasonal employees and assistance from volunteer groups, especially as new parks and significant improvements come online.

10.0 Appendix

The appendix includes the Presentation for the Community Workshop and gives background to some of the assertions made as part of the public engagement process and a copy of the City of Tomah Impact Fee Ordinance.



2.0

INTRODUCTION

PLANNING STARTS WITH GOALS,
OBJECTIVES AND TARGETS.
TO IMPROVE THE PARKS, YOU MUST
FIRST START WITH A VISION.

Park and recreation facilities are both a tremendous asset and an increasingly important investment for the City of Tomah and its residents.

Park and Recreation Facilities:

- ◇ Provide leisure time opportunities for the City residents and visitors
- ◇ Contribute to general satisfaction and morale of the community
- ◇ Influence the image and perception of the community
- ◇ Promote the general health, well-being, and safety of citizens

Over the years, the desire for recreation and open space has continued to grow and local communities across the world are finding it necessary to supply more park and recreational opportunities for their citizens.

Good planning is essential to making sure these services are provided in an efficient, effective manner and should be an important element of outdoor recreation and open space programs. Several important components of planning include: keeping up with changing regulations, creating a schedule for improving existing facilities, deciding when and where to implement additional facilities, and identifying and adapting to meet evolving community needs.

The planning process is typically outlined and explained in a Comprehensive Outdoor Recreation Plan (CORP).

PURPOSE

The adoption of the CORP is required for the City of Tomah to remain eligible for cost-sharing aid programs administered through the State of Wisconsin. This document is intended to formally adopt the Comprehensive Park and Recreation Plan by the City of Tomah in 2021.

This plan is a cooperative effort based on resources from the City's Comprehensive Outdoor Recreation Plan, and input from staff and citizens. It is intended to guide the City in continuing to meet open space and recreation needs of its citizens for the next five years.



GOALS AND OBJECTIVES

Determining goals and objectives is an important part of the planning process. People and groups use open space differently, which complicates the task of defining which goals and objectives best apply to a broad spectrum of conditions and programs. These goals and objectives are provided to guide City staff and officials in their decision-making process regarding open space and recreation matters. The goals set forth in this plan reflect the City's intention to provide quality parks and recreation opportunities to its citizens.

GOALS

Upgrade the parks to meet current safety standards.

Encourage City residents to use of all parks.

Complete necessary improvements.

Advocate for the community to partner in programs for the park and facility improvements.

TO MEET THESE GOALS, THESE BROAD TARGETS WILL HELP DIRECT THE CITY'S EFFORT:

GOAL 1

Upgrade the parks to meet current safety standards

Targets:

Review maintenance standards with staff to minimize their effort, yet maintain useable parks. This may include reducing mowing in some parks.

Conduct a Consumer Product Safety Commission (CPSC) playground audit identifying the deficiencies relative to current standards.

Conduct an Americans with Disabilities Act (ADA) facility audit to identify deficits in facilities and limitation to access within the parks.

GOAL 2

Encourage City residents to use all parks

Targets:

Continue to encourage and support community events at the parks. Expand the promotion of these events in advance to give increased visibility to the parks.

GOAL 3

Complete necessary improvements

Targets:

Develop a method for systematic funding of improvements from an operational and capital funding source. Where possible, increase staff, equipment, materials and renovation projects through the operating budget to sustain or improve the level of the maintenance of the parks.

Fund changes or upgrades to parks through the City's tax-supported capital improvement program, state grant programs, philanthropic foundations, service clubs, and private funding sources.

GOAL 4

Advocate for the community to partner in programs for the park and facility improvements

Targets:

Develop a tax deductible park fund to accept proceeds from fundraising events, donations, and grant matching efforts.

Maintain consistent planning efforts and/or projects occurring in the parks to demonstrate the City's commitment to improving the parks.

Promote the parks in marketing, social media and publications. Utilize the parks through greater visibility as a branding tool.

3.0

COMMUNITY DESCRIPTION

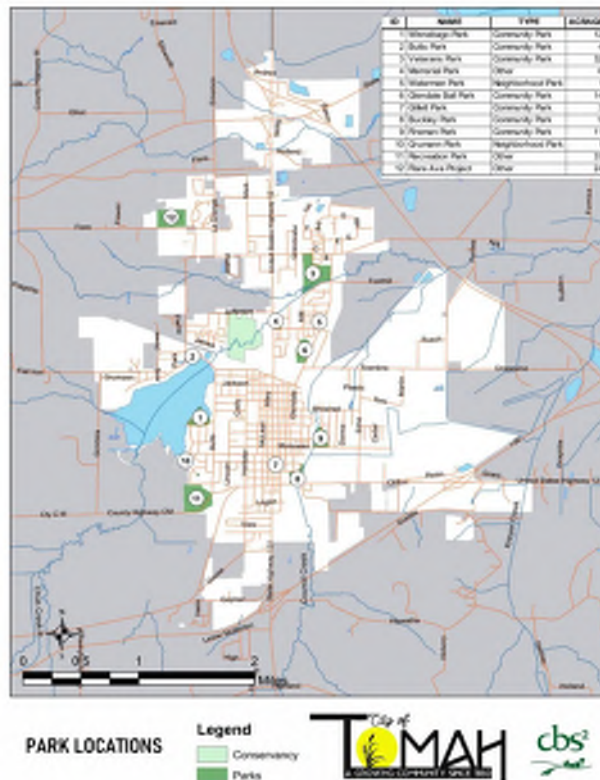
TOMAH IS COMPOSED OF PHYSICAL,
SOCIAL, AND DEMOGRAPHIC PARTS
THAT WORK WELL TOGETHER.
THROUGH BETTER UNDERSTANDING
OF THESE PARTS, THE PARKS CAN
BETTER SERVE THE COMMUNITY
OVER TIME.

General Descriptions

Tomah gets its name from a Fols Avion Indian Chief named Thomas Carron (1752 –1817), frequently referred to as Thomas, the European. Chief Carron was a friend and supporter of the early settlers of the region and in French, Thomas is pronounced Tomah.

The City of Tomah, located in west central Wisconsin, lies within Monroe County along the Interstate Highway 90/94 corridor. Tomah is 45 minutes east of La Crosse.

Being on the interstate corridor splitting to the northwest and southwest, Tomah is located in a unique location for a small city.



This proximity to the interstate corridor creates opportunities for promotion and establishes a regional destination for events and festivals.

Monroe County has a relatively an average median household income of \$59,587 versus the state average of \$61,747. Tomah is significantly lower than the state (Source: US Census)

The City of Tomah's population in 2019 was 9383, which is primarily a residential community and with strong health care, retail, commercial and manufacturing components, the City has a diversified economy with a stable population. The local economy serves regional commerce and national interstate commerce due to the connected highway system that will keep Tomah viable as a commercial and manufacturing hub for western Wisconsin (Source: US Census information quick facts, Monroe County Economic Development).

The Land and Water

The City of Tomah is generally a flat to gently rolling area of Western Wisconsin located between the driftless area of southwest Wisconsin and the flat sandy area of the Glacial Lake Wisconsin area to the north and east of Tomah with the Lemonweir River as the largest flowing river in the City. The Lemonweir River bisects the community in a northeast to southwest direction. Lake Tomah is the primary natural water-based recreation center for the City of Tomah. Surprisingly, Lake Tomah only has two parks associated with the lake. Of those parks, Winnebago Park has the only park with boat access to the lake. Other smaller-boat launches are located off city streets at the end of Juneau Street and Lakeview Drive.

Age and Gender and Census information

Census figures show the 2017 median age of City of Tomah residents was 36 years old and the State of Wisconsin median age was 39 years old. This suggests the City is attractive to younger families. This is also common in other communities in Western Wisconsin. However, this trend is also becoming more of an issue in many other communities in Monroe County and the state as the “Baby Boomer” generation continues to age.

Women made up

46.7%

of Tomah’s population as compared to

50.4%

of the population in the state of Wisconsin.



HOUSING, EDUCATION, AND INCOME

Housing in Tomah is not primarily owner-occupied single family homes.

The 2019 census survey revealed 4,036 households in Tomah. Forty-seven percent of the homes are owner-occupied. The median value of a home in Tomah is \$124,000.

The median household income for Tomah families for 2018 was \$51,520, up from \$40,759 in 2010. Per capita income was listed as \$26,313 up from \$24,080 in 2010.

Source: US Census.Gov.

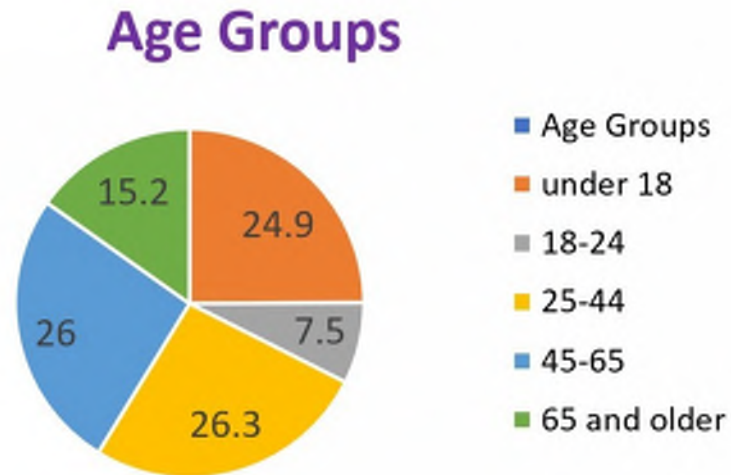
Tomah Schools and the joint use of facilities

Tomah School District and the City of Tomah Parks and Recreation Department have a strong working relationship in sharing of facilities, fields, and parks.

TRENDS

Park Facility and Development Trends

In relation to park and recreation services needed within the community, Tomah has the following makeup based on size of family and age categories. This will help to better understand the need to have park facilities and recreational opportunities to best meet the needs of the current and future residents. From 2013-2017, the age groups were as follows:



As the City population ages, recreation and cultural activities will need to adapt. The aging population of communities will impact the use of parks over the next 20 years as birth rates decline and the bubble of “Baby Boomers” continues to age through society.

The group of residents age 45 to 65+ will maintain at nearly 41% of the population in Tomah for the next 25 to 30 years.

This will be a key component when determining what services to provide and how funding is secured for improvements. In the past 30 years, most park development was focused on youth activities. As the general population ages, the trend will move towards more multi-generation facilities, including trail networks, social/community activities, and active aging considerations.

4.0

PARK SYSTEM STANDARDS

UNDERSTANDING HOW THE
PARK SYSTEM COMPARES WITH
THE WORLD HELPS TO
JUSTIFY DECISIONS.

PARK CLASSIFICATIONS

The following classifications provide an overview for the existing parks in the City of Tomah. These classifications are based on the National Recreation and Park Association (NRPA). The classifications can be used as a guideline for understanding what services are typically provided, as well as, each area the park typically serves.

Neighborhood Park

Remains the basic unit of the park system, which serves as the recreational/ social focus of the neighborhood.

Location:

Service Area is between 1/4 and 1/2 mile in distance and should not be interrupted by non-residential roads and other physical barriers.

Size:

Usually 2 -10 acres.

Tomah Neighborhood Parks:

Waterman, Grumann



Nature Area

Land set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering.

Location:

Based on resource availability and opportunity.

Size:

Variable based on available land.

Tomah Nature Area:

Lemonweir Parkway



Special Use Park

Cover a broad range of parks and recreation facilities oriented toward single- purpose use including multipurpose trails located within greenways, parks, and natural resource areas.

Location:

Variable-dependent on use.

Size:

Variable-based on available land.

Tomah Special Use Park:

Memorial Park Trails



Community Park

Broader service than Neighborhood Park. Focus is on meeting the community-based recreation needs, as well as preserving unique landscapes and open spaces.

Location:

Usually serves two or more neighborhoods at about a 1-mile distance.

Size:

As needed to accommodate desired uses, usually between 10 and 50 acres.

Tomah Community Parks:
Buckley, Butts, Firemen's, Gillett, North Glendale Avenue Ball Park, Veterans, Winnebago



Other Recreation Areas

Other recreation facilities which contribute to the public park and recreation system.

Location:

Variable-dependent on specific use.

Size:

Variable based on available land.

Tomah Recreation Area:
Recreation Park



Public School Open Space and Play Areas

Open space and play areas associated with or combined with a school site that fulfill the space requirements for other classes of parks, such as Mini-Park, or Neighborhood Park.

Location:

Determined by location of school district property.

Size:

Variable and depends on function.

Tomah Public School Open Space and Play Area:
Tomah School Property



RECREATION STANDARDS

Determining if community open space needs are being met can often be a challenging task. The process is often methodical and depends heavily on input from community residents, officials, and staff. The best guide available for use in this plan includes standards from the National Recreation and Park Association (NRPA). These standards represent minimum goals and are not applicable to all locations universally. It is also important to understand each community has unique social, cultural, economic, and geographic factors that may limit the legitimacy of the standards being applied.

Jurisdictional Standards

Recreational Lands Provided by the State -----	70 acres/1,000 persons
Recreational Lands Provided by the County -----	15 acres/1,000 persons
Recreational Lands Provided by the Local Community -----	10 acres/1,000 persons
Recreational Lands Provided by the Private Sector -----	5 acres/1,000 persons

Local communities should provide between 7 and 10.5 acres of park and open space per 1,000 persons.

As of the 2019 census, the **City of Tomah** currently provides **251 acres of park, recreation, and open space equaling 26.75 acres per 1,000 residents. That is 3 times the national average.**

Tomah is very fortunate to have significant open space under the City's jurisdiction.

The local school contributes 34.8 acres of outdoor recreational facilities to this total.

City of Tomah

Comparison to NRPA Standards

Park Type	NRPA Standard (Acres) per 1,000 Residents	Total Acres by Classification	Tomah Park Acreage per 1,000 Residents
Mini Parks	0.25-0.5	0	N/A
Neighborhood Parks	1 to 2	2.2	.23
Community Parks	5 to 8	153.8	16.4
Special Use Parks	No Standard Given	2.5	.26
Nature Areas	No Standard Given	80	8.5
Other Recreation Area	No Standard Given	36.4	3.8
School Park and Open Space	No Standard Given	34.8	3.7

Community Population 2010 Census	Population	Acres Per 1,000 (7-10.5 Acres Per 1,000 NPRA Standard)
Sparta	9,638	26.8
Tomah	9,383	29.2
Portage	10,406	14.41

Regional Average—23.47 Acres per 1,000 Residence

Service Area Evaluation

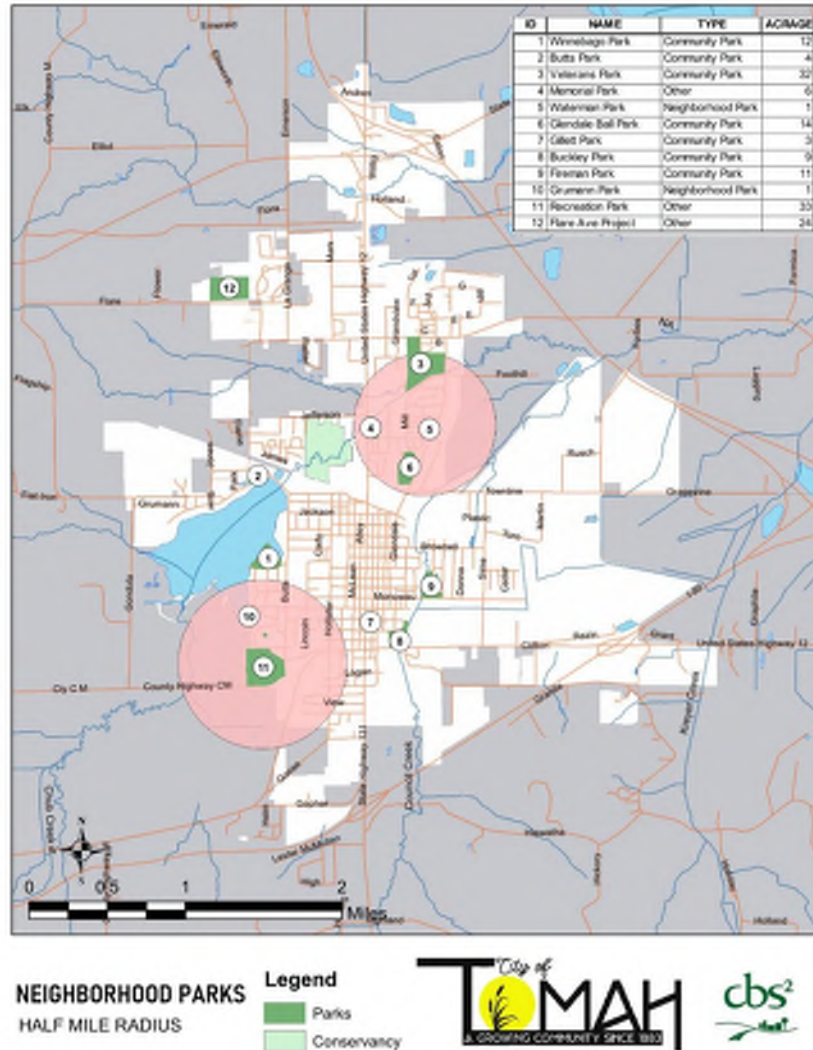
While demographics, density of population, and specific park uses may dictate the actual service and use of a specific park, service areas can also be measured by park classification.

A typical service area map provides service area radii for each existing park type. Park service radii have been utilized per the NRPA standards.

Mini Park	1/4 Mile Radius
Neighborhood Parks	1/2 Mile Radius
Community Parks	1 Mile Radius
Nature Areas	1/2 Mile Radius

The following map provides locations of each existing park type. Additional maps show the radius from the two neighborhood parks and all the community parks.

Presently, the existing neighborhood park locations are not serving all the neighborhoods of Tomah.



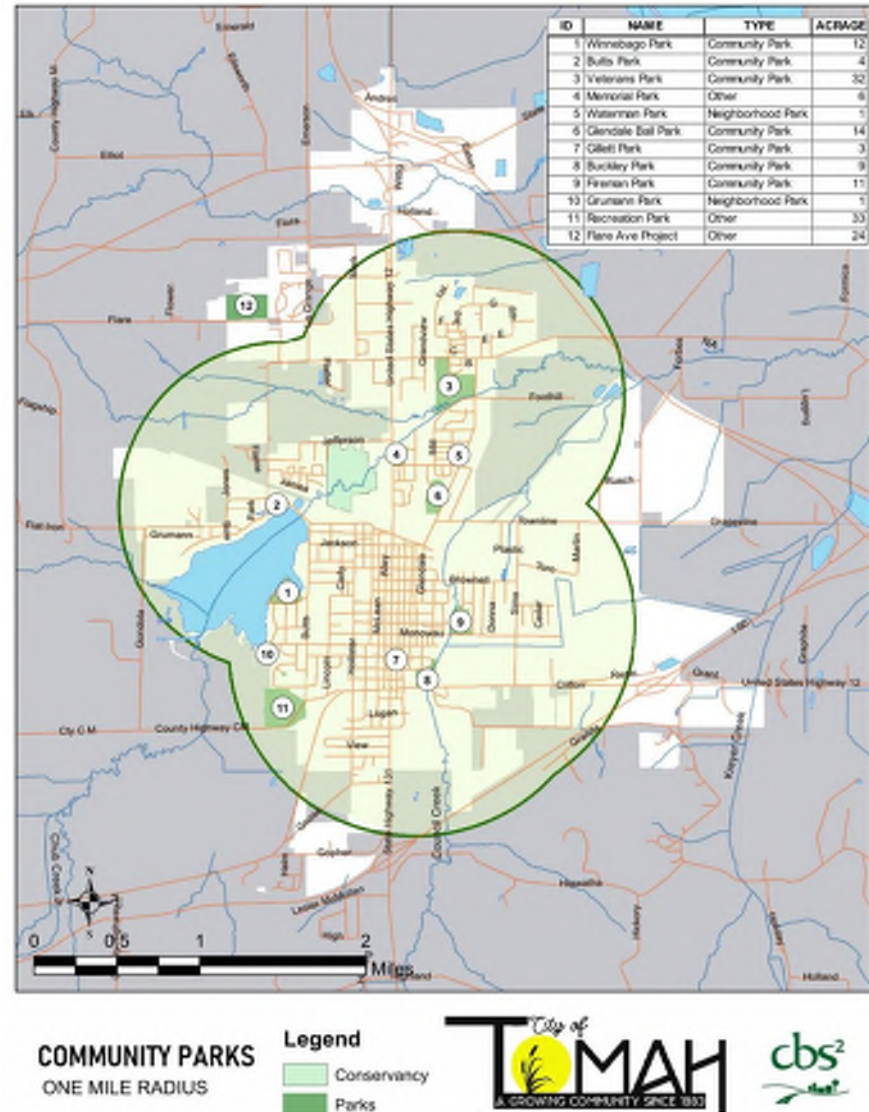
This map shows the service radius of 1/2 mile from the two existing neighborhood parks. Tomah has sufficient community parks to serve most of the city but does not meet NRPA guidelines for neighborhood parks.

Service Area Evaluation

Tomah's community park distribution provide sufficient service area coverage for the community with the exception of the northwest area of the City. With the rapid development of residential housing in the area, the completion of the Flare Ave Park should be a high priority for the community. As part of an ongoing plan for trail expansion, Flare Ave Park should provide for trail connectivity to the neighborhood and to other community parks.

As evident on the community park service area map, the distribution of the community parks in the City of Tomah should consider a number of key elements in park planning.

- 1) Provide community parks within a 1 mile radius of each other.
- 2) Consider the barriers to going to a park. High traffic volume roads form an impediment to walking from a specific neighborhood to the closest community parks. For the most part, the distribution of the community parks give opportunity to each neighborhood to access a community park. Consideration is to develop facilities that serve the neighborhood needs as well as community needs. Buckley Park is an example of a park that serves both needs.
- 3) Avoid duplication of services within close proximity to other parks. For example, there is a duplication of play ground equipment in Buckley and Gillett Parks. Consideration should be to look at the purpose of Gillett Park as a downtown park and expand the civic and cultural opportunities afforded to a park in that location. Improvements to the Buckley play area should be completed and possibly an upgrade in surfacing and adding tot equipment. This type of evaluation should be considered for improvements or upgrades to a community park. An example of parks not duplicating service is in the northeast area of Tomah. Veteran, Glendale, Memorial and Waterman Parks all represent a different purpose and generally do not duplicate services.



5.0

PARK INVENTORY

IN ORDER TO MOVE FORWARD,
IT IS IMPORTANT TO KNOW
WHAT YOU HAVE.

The following pages list the elements present at the parks in Tomah. Condition is not a factor in this inventory. It should be noted that the playground equipment throughout the parks need to be improved to meet current Consumer Product Safety Commission (CPSC) guidelines and the Americans with Disabilities Act (ADA) - 2010.

Buckley Park

- Municipal Pool
- 75 Stall Parking Lot
- Entry Sign
- Playground (no surfacing)
- Log Cabin
- 1 Bench
- 2 Bike Parking Stands
- 4 Picnic Tables

Butts Park

- Park Sign
- 15 Car Parking Lot
- Small Stone Decorative Shelter
- 9 Picnic Tables
- 1 Bench
- Grill
- 6 Sided Open Shelter
- Log Shelter
- Planter with Donor Information
- Precast Restroom
- Book Exchange Box
- Dog Waste Collection Area
- Free Atanding Slide
- 3 Bay Swing Set (no surfacing)
- 2 Bay Swing Set (no surfacing)
- Modular Play Unit (with surfacing)

Flare Avenue Park

Potential Improvements to Consider:

Neighborhood Park
 Athletic Fields
 Trails
 Indoor Recreation Center
 Parking Lots
 Outdoor Playground
 Outdoor Hard Court

Firemen's Park

2 Park Sign with Planter
 Flag Pole
 Precast Concrete Restroom
 Multiuse Fields
 3 Unmarked Parking Lots
 4 Horseshoe Pits
 40' x 40' Enclosed Shelter
 with Attached 30' x30' Open Shelter
 40' x 30' Open Shelter
 72' x 30' Enclosed Shelter
 18'x18' Open Shelter
 Modular Play Structure
 Freestanding Climber
 (2) 2-Bay Swings Sets
 4 Grills
 28 Picnic Tables (Metal)
 2 Picnic Tables (Concrete)
 Concrete Trash Receptacles
 Metal Bridge
 Skate Park
 2000' Recreational Trail
 Wood Bench
 Wood Trash Receptacle

Glendale Park

Park Sign

Baseball Field

Field Lights

Covered Dugouts

3 Sets of Bleachers

Concession Stand

Concrete Restroom

Softball Field

Field Lights

Covered Dugouts

3 Sets of Bleachers

Concession/Restroom Building

3 Storage Buildings

Maintenance Building

3 Sand Volleyball Courts

4 Picnic Tables

Gillett Park

Park Sign

3 Step Concrete Stairs

Metal Bench

Band Shell

Concrete Spray Fountain

Historic School House

Flower Planter

Garden with Historic Bell

1 Large Modular Play Unit

1 Small Modular Play Unit

8 Picnic Tables

Fiberglass Lion Drinking Fountain

Grumann Park

Park Sign
Pavilion
Modular Play Structure
3 Picnic Tables

Memorial Park

Park Sign
Electronic Message Center
Message Sign
Information Sign
3 Donor Plaques
Memorial Stone
Bomb Casing Display
Open Shelter
2 Cement Waste Containers
Veterans Memorial Plaza
3 Flag Poles
Tank Display
Concrete Restroom
Asphalt Trail
Trail Signs
Dog Waste Station
Stone Bench
8 Picnic Tables
Modular Playground Unit
Book Share Box

Recreation Park

Large Park Sign
 Small Message Sign
 Themed Playground
 Ice Center
 Large Community Recreation Building
 Exhibit Building
 Farm Progress building
 "The County Barn" Building
 Progress Pull 80' Building
 Adventure Pavilion
 Large Event Facility
 Full Facility Fencing
 Grandstand with Open Bleacher Seating
 Grandstand with Covered Bleacher Seating
 3 Event Buildings
 3 Out Buildings
 Log Cabin
 Large Storage Building
 Full Site Security Fencing
 10 Security Pole Lights
 Multiple Power Distributions Areas
 Paved Unmarked Parking Areas
 Paved and Unpaved Parking Areas

Veterans Park

Park Sign
 Concrete Planter
 "Youth Soccer" Sign
 Fenced Dog Park
 Modular Play Unit
 Pavilion
 3 Free Standing Climbers
 Freestanding Metal Slide
 Marked Parking Area
 Bathroom and Concession
 Nature Trails
 Irrigated Soccer Fields

Waterman Park

Park Sign
Concrete Planter
Pavilion
Trash Can
3 Picnic Tables
1 In-Ground Table
1 Aluminum Bench
Modular Play Unit

Winnebago Park

East Entry Area

4 Horseshoe Pits
1 Sand Volleyball Court
Fitness Equipment
Basketball Court with 6 Backstops
Stone Sign
4 Metal Benches
2 Picnic Tables
2 Metal Trash Cans
3 Security Light
Emergency Alarm
Security Lights
Parking Lot

Main Park

Park Sign
Concrete Planter
Enclosed Shelter
Youth Ball Field
Donor Rock with Sign
2 At-Grade Player Areas
Bleachers
Concrete Restroom
Large Wooden Playground Structure
Small Free Standing Play Area
2 Boat Launches
2 Pavilions
4 Garbage Cans
20 Picnic Tables
3 Benches
North Pavilion Parking Area
Dumpster
Porta-Jon
4 Piers

AERIAL PHOTOS provide the context
for the park.

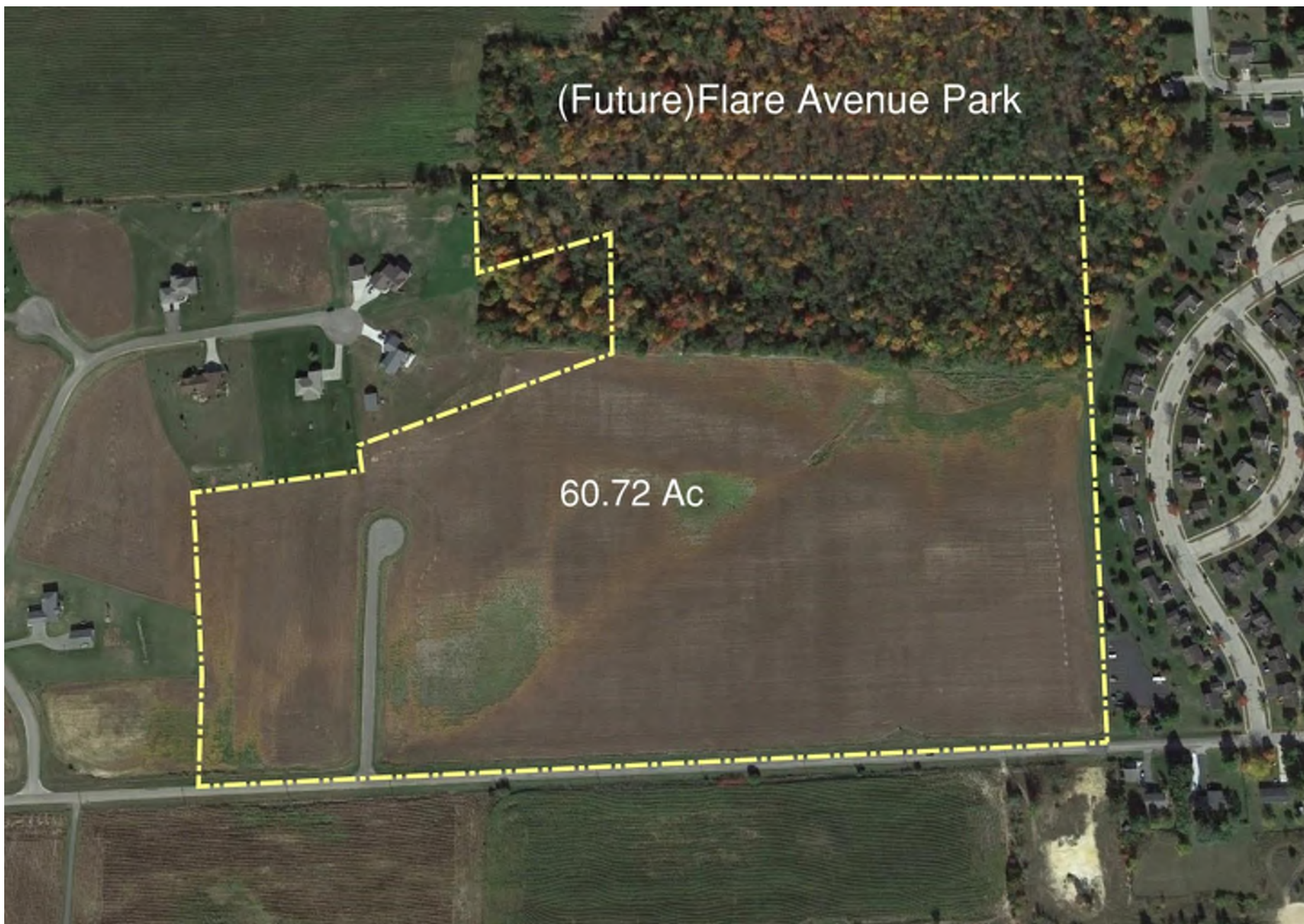
It gives an idea of **HOW LARGE** the park is,
NATURAL FEATURES, tree **CANOPY** and major park
AMENITIES.

The following are aerial photos and acreage of each
of the Tomah Parks.















Grumann Park

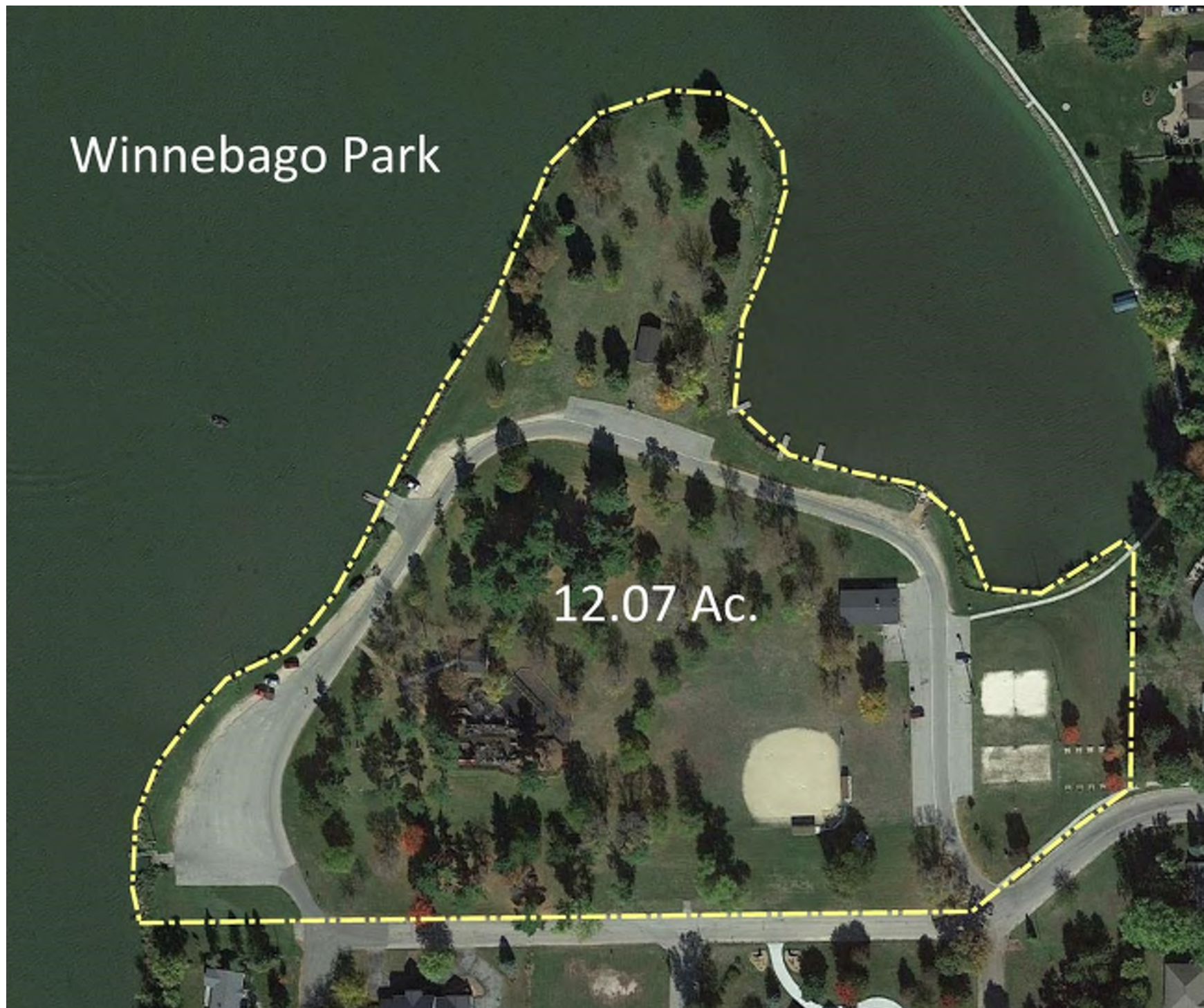
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6.0

NEEDS ASSESSMENT

DECISION MAKING IS A SHARED
RESPONSIBILITY WHICH AIDS IN
SHAPING THE FUTURE OF THE
PARKS.

NEEDS ASSESSMENT

A community's needs assessment plays a large role in discovering the community's most critical recreation opportunities and developing an understanding of the exact needs of the community. The needs gathering process may also provide insight on how the existing recreation services are being utilized and/or which facilities or programs are being used or avoided.

Conducting a needs assessment generally utilizes two basic methods: public input and recreation standards. This plan has developed an understanding of current recreation needs through an array of public input; including user group input and public meetings. Advisory Parks, Committees and staff input also provided hands-on information regarding several existing and proposed recreational needs.



PARKS COMMITTEE LEADERSHIP

The Park and Recreation Commission advises the City Manager and the City Council on all matters of administration and management relating to parks, recreation, and open spaces in the City of Tomah.

The Parks and Recreation Commission is comprised of six community members and two City Council members. The Commission advise and assist in the planning and developing of the Tomah Parks and Recreation Department. This oversight includes improvements and operations of parks, open spaces, athletic fields, and other related areas.

PUBLIC MEETINGS

The public process was limited in this CORP due to COVID-19 concerns. However, CBS Squared has been involved in multiple concurrent projects that has given CBS Squared significant insight into the Tomah Park system and operation. Information from those other engagements gave our team a solid perspective of what the issues are within the community

Additionally, on October 13, 2020 CBS Squared and the City of Tomah conducted a workshop for the CORP. Prior to the workshop an invitation was sent out to 20+ stakeholders and public officials. Invitations were sent directly to individuals, but only 6 residents attended. We did garner input on each park as well as direction for the entire park system.

The major take away from the meeting was the need to improve accessibility and accessible routes to facilities within each park. We address this issue in Chapter 7.

7.0

RECOMENDATIONS

HOW TO MOVE THE
PLAN FORWARD.

RECREATION STANDARDS

Recreation standards are another method to determine a community's recreation needs. The National Recreation and Park Association (NRPA) has developed standards for both public open space and actual facilities to meet the recreation needs of the City.

The Tomah park system is best improved with a thoughtful and planned approach. As the City approaches a new Comprehensive Plan or is considering updates to the current plan, the growth of the parks system needs to be part of that process. Community planning includes a process of evaluating the community park needs.

Local priorities in concert with national standards is the starting point to the growth of the park system. If there are opportunities to quantify the activities occurring in the parks, that will set the best baseline for whether parks are serving the needs of the community. There is a constant need to build data which can be used in planning for either park facilities or recreational services. These systems can be very simple and still work.

GENERAL RECOMMENDATIONS

The fundamental purpose of this Comprehensive Park and Outdoor Recreation Plan is to guide the City in the development of lands and facilities, both existing and future, to satisfy the outdoor recreation and open space needs of the residents and visitors of Tomah. The recommendations listed below are based on information gathered from the outdoor recreation needs assessment. This includes public input from formal and informal meetings, citizen/public meetings and needs assessment surveys. Needs standards are often also addressed in preparing recommendations for outdoor recreation provisions. These standards, however, express minimum suggestions and do not apply to the City's needs or gathered input. The standards, therefore, should not hinder the future improvement of lands or facilities for outdoor recreation.

The following are general recommendations aimed at satisfying needs for development and general program improvements.

Park System Planning: It is of vital importance that the City of Tomah develop each park and facility with the Comprehensive Plan in mind in order to maintain a unified approach to addressing the community's needs. Current and future parks should have a Master Plan that provides direction in development, maintenance, and programming. Future planning of the City's park system should keep in mind that the highest valued and most used community and recreational parks shall take a priority for development. With the Master Plan for Winnebago Park being complete, other high use facilities should have a Master Plan developed before any additional improvements are scheduled. Master Plans should be completed for Recreation Park, Buckley Park and the future Flare Ave Park. Master planning for each individual park should also be viewed as an important element of successful long-term planning for the entire park system.

Acquisition and Development of Park Land:

Research from CBS Squared, Inc. indicates the City has adequate lands to meet the needs of the entire community. The size of the City and the distribution of parks throughout the City are more than adequate to give each resident access to outdoor recreation. In each category of parks, according to guidelines of the NRPA, the number and distribution of neighborhood parks does not meet the guidelines. Neighborhood parks are intended to offer open space areas to neighbors within a 1/2 mile radius of each other and be relatively evenly distributed throughout the community. The only areas served by this type of facilities are Grumann Park, which is west of Highway 12 and north of Clifton Ave, and Waterman Park, which is in the neighborhood east of Highway 12 and north of the railroad tracks. This leaves approximately 75% of the community underserved by

neighborhood parks.

The City should consider acquiring vacant land in the older neighborhoods to help distribute the neighborhood park facilities throughout Tomah.

Parkland Dedication Ordinance: Tomah does have a parkland dedication ordinance. In Tomah, this has been called an Impact fee but accomplished the same goal. The ordinance is attached in Chapter 10: Appendix. This type of ordinance will allow the City to begin to meet the neighborhood park needs of the community in new development areas, which would begin to distribute neighborhood parkland into the outer areas of the community. It is prudent to review each development plan in terms of how it can be integrated into, provide benefit to, or is linked to present park facilities. This will continue to be a critical piece to develop a walking community linked with logical and safe connections to the community parks.

Private Recreation Areas and Facilities: The City should encourage development of specialized facilities operated by private and/or the non-profit sector. Specialized facilities (miniature golf, indoor athletic venues, etc.) are an important enhancement to public recreational facilities. Quality and availability for public use should be emphasized.

In addition, the City should look to develop partnership opportunities with the private and/or non-profit sectors. Through partnerships, development and acquisition opportunities may be enhanced, which could allow for the preservation of resources and the access to resources that have not been previously available to residents and visitors.

Accessibility Guidelines: The City of Tomah has not audited their outdoor parks and recreational facilities for compliance with the Americans Disabilities Act (ADA) of 1997. As new facilities develop it is important to apply the current standards to any and all improvements. The most current information and direction came forward with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) in 2010. In CBS Squared, Inc.'s review and inventory of the City park facilities, many non-compliant conditions exist with the parks. Some recent improvements now meet the ADA guidelines, but most of the existing pavilion, restroom, playground and oth-



er park elements do not meet current guidelines. This report is not an attempt to quantify this deficiency and describe corrective measures. The City should contract with a qualified firm to complete an ADA audit of all City facilities, including parks and recreation facilities, to assist in identifying and prioritizing areas of non-compliance.

The City should strive to exceed all Americans with Disabilities Act Accessibility Guidelines (ADAAG) and address all issues in an aggressive manner. Any park or facility constructed after 2010 must comply with the ADA Standards for Accessible Design, Department of Justice, September 15, 2010.

Service Group Involvement: The City has done a good job of cooperating and working with local businesses, along with service and advocacy groups in relation to developing and maintaining parks and recreation facilities. Traditionally, service groups have played an important role in developing pedestrian/bicycle trails, beautification projects, athletic facilities, park maintenance, and financial support for public improvements. The City should strive to enhance those relationships to obtain more formal relationships and partnerships.

Federal and State Aid Programs: The City should start to take advantage of state and federal financial and technical assistance programs designed to assist the community in meeting park and recreation needs. To maintain eligibility for such programs, the City's Comprehensive Outdoor Recreation Plan (CORP) should be updated every five (5) years.

Preservation/Conservation: In addition to providing space and facilities for leisure activities, park systems should include conservation and preservation measures. The preservation of natural resources and the prudent management of the environment are goals that every community should strive to achieve. Policies discouraging the development of wetlands, floodplains, areas of steep slopes, and other environmentally sensitive areas should be established or where already enacted, should be strictly enforced. Presently the City of Tomah has a Conservancy established along the Lemonweir River with a trail bisecting the property.

Tree City USA: The Tree City USA program has been greening up cities and towns across America since 1976. It is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees. More than 3,400 communities have made the commitment to becoming a Tree City USA. Tomah is not yet a designated Tree City USA community. This designation can be useful to the community to show the citizens that the City is looking to manage one of its most valued resources.

To qualify for a Tree City USA designation the City must:

1. Establish a tree board or department.
2. Develop a tree care ordinance.
3. Commit to a community forestry program with an annual budget of at least \$2 per capita.
4. Hold an Arbor Day observation and proclamation.

Source: American Arborist Society

Playground Improvements: The Tomah park playgrounds are at a point where many playgrounds have reached the 20+ year mark. This is typically the benchmark for when a playground is reaching its life expectancy. Staff should begin to implement a replacement plan



(within the Capital Improvement Plan) for playgrounds to ensure playgrounds are safe and will not begin to cost the City large sums of money in repairs or become a liability.

City parks typically do not need large play structures, as the volume of children on the structures at one time is typically not near the equipment's design capacity. Park playground user groups are usually one to five families at a time, with children in multiple age groups. From a liability perspective, it is important not to have young children on equipment outside of their design age. **Each park needs to have a separate tot to 5 play element and we would recommend that the older children have a mix of free standing equipment that challenges two to three motor skills. This will be more affordable in the long run.**

Pedestrian/Bicycle Trail Development:

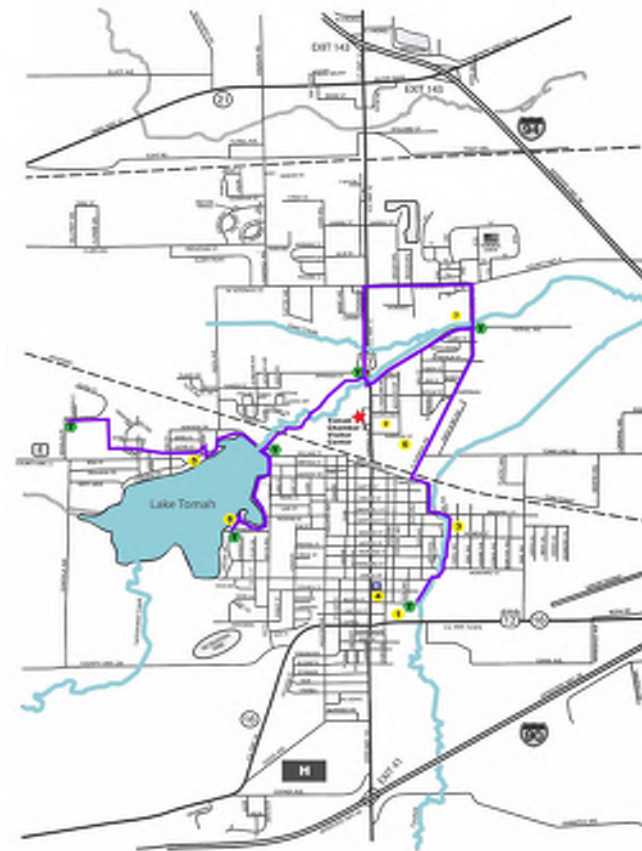
The City of Tomah needs to formalize an approach to developing a trail system. Trails are year-round facilities that encourage a healthy community and gives opportunity for social engagement. A successful plan would be a multimodal trail system that develops either a combined off-street recreation trail or a separate system that offers an on-street bike route and off-street walking trail. The focus of the trail system is to connect the parks and different areas of the City together. Sidewalks can be part of the walking route as well.

During discussion with City staff, the idea of a trail system integrated into Tomah was identified as an opportunity. To further examine this opportunity, the City should prepare an overall plan for developing bicycle and pedestrian trails throughout the City and integrating it with Monroe County and the larger state trail system.

Trails are the thread that stitches the community together and can have an amazing impact on a community. Planning is crucial so that as development occurs, opportunities are not lost to expand and connect a developing trail system. The City should take additional action in planning and better designating bicycle routes within the City with signage on trails and roadways, brochures, and maps. Tomah has a linear trail system that runs from the northern shore of Lake Tomah to Veterans Street on the north, which then comes south to Buckley Park at Highway 12. The trails are mostly paved with the exception of a section in Veterans Park. Presently the City has four trail heads: Jefferson Street, Williams Street, Winnebago Park and Buckley Park.

The City needs to continue to engage bicycle and walking groups with the end goal of developing advocates for trails throughout Tomah.

The City is working to extend the trails system to the north and south. The northern extension is to connect to the hotels near the Interstate 94 interchange. Another trail expansion is intended to continue south of the Aquatic Center, through a presently open area, to Center Street and onto the Tomah Health campus. These extensions will add an additional 2 miles to the already 5 mile trail system.



Tomah Trail System

Water Resources:

The City of Tomah has a significant lake within its borders that provides many recreational opportunities. Additionally, there is the Lemonweir River and three small streams: Deer Creek, Council Creek and Keyer Creek.

The Lemonweir River is a small flatwater river with logjams and sandbars that flows through Jefferson and Monroe counties. The river is dammed and forms the Lake Tomah impoundment. Lake Tomah is a 245 acre lake with a maximum depth of 19 feet. Common fishing trips will yield Panfish, Largemouth Bass and Northern pike.

Lake Tomah has two community parks on its shoreline: Butts Park and Winnebago Park. The northern shoreland has a paved trail connecting Butts Park to Winnebago Park. A walking trail follows Lemonweir River to the northwest through the Lemonweir parkway, a nature conservancy.

Lake Tomah and rivers flowing through Tomah are valuable assets to the City. Consideration should be given to providing a connective access to these resources and to expand the access into the Lemonweir Conservancy area.



Developing a friends group for the lake and rives of the community will create advocates for how to manage these resources.

Presently, the City has a Lake Committee to help with improvements to Lake Tomah

Municipal/School District Cooperation:

The City currently has a positive working relationship with the Tomah School District. City staff should continue to maintain effective communication with the local schools and continue to investigate new and creative ways of partnering with them to effectively utilize resources for the benefit of their residents and community.

Program Consideration: One of the fundamental objectives of the City is to provide a variety of park and recreational programs for the community. These quality park and recreational programs encourage public use and enjoyment of the City's facilities, enhances leisure time through the development of individual skills and interaction of community residents, and provides opportunities for healthier lifestyles.

In order to accomplish this, several programming considerations should be addressed. Adequate athletic fields and open space will need to be further developed within the community to accommodate current and future recreation. There is also a need to secure partnerships and use agreements with facility user groups.

The City of Tomah should conduct periodic analysis surveys and evaluations of the community's park and recreational preferences, needs, and trends to ensure that programs and facilities offered are of the type and quality that residents desire and that the necessary space and facilities are acquired and developed to current standards.

Funding Consideration/Financial

Sustainability: An essential component to implementing park and recreation projects is the ability to financially support or fund the project. There are multiple methods for financing a project such as, general revenues (taxes), user fees, general obligation bonds, special assessments, state and federal grants, park land dedication fees, donations, and sponsorships. Each method should be carefully analyzed to determine the best method for making the project a reality, while considering the best interests of the community and tax payer.

While actively pursuing the development or renovation projects, the City needs to weigh its ability to financially sustain its infrastructure. The more parks and facilities are created, the more strain it puts on the department staff and its ability to financially maintain its infrastructure. The City needs to understand the delicate balance between advancing park and facility development, with its ability to financially support its long-term maintenance. As more facilities are created, renovated, and/or improved, the City will need to determine how to fund these projects and maintain its infrastructure. Either an increase in staffing or increase in contractual services may be required if the City wants to maintain clean, healthy, aesthetically pleasing, and safe facilities.

Fees and Charges:

The City of Tomah has a good opportunity to generate revenue through the park system. Rental of shelters and Recreation Park is the primary method of capturing some cost for operation.

The City traditionally charged fees for use of many of its facilities. User fees for facility rentals can become a significant revenue source for the City. Currently the City collects revenues that help to offset what is currently 20% of the Parks and Recreational Department budget. Fees and charges serve not only to help offset the tax dollars necessary to maintain the programs, services, and facilities, but also help to manage the use and consumption of these services. The City needs to continually monitor the level of its fees to ensure that they are not prohibitive to the residents and work in concert with the City in the funding of tax dollars necessary to maintain and/or replace existing facilities. New facilities should consider the implementation of user fees to avoid negatively impacting other City services.

Tomah is known for its parks. There should be an avenue to raise funds to improve the City parks. A park foundation established as a 501c3 tax deductible nonprofit account can be utilized to improve parks through fundraising, special events, endowments, bequeaths for estates, contributions from businesses or private parties.

PARK RENTALL FACILITIES	FEE
Enclosed shelters	\$80 Resident
Winnebago and Fireman's	\$125 Non residents
Open Air Shelters	\$50 Resident
Winnebago Point and playground, Fireman's Lion Fireman's Giesler, Veterans, Butt's Park, Butts Park –NASA Shelter, Memorial Park.	\$80 Non resident
Youth Baseball and Softball	\$50 rental and marking per field
City Park football and Soccer Fields	\$15 for lights (if needed)
Recreation Park	
Track, Field, Grandstand and Grounds	\$700 * Private Applicant \$600 * Public Applicant * Plus electric and water charges \$350 Deposit
Exhibit Building	\$400 Private Applicant \$375 Public Applicant \$250 Deposit
Recreation Building	\$500 Private Applicant \$475 Public applicant \$425 Private Applicant (Main Hall) \$400 Public applicant (Main Hall) \$250 Deposit
Multipurpose Building	\$ 525 Private Applicant \$500 Public Applicant \$250 Deposit
Farm Progress building or Progress pull 80' building	\$375 Private Applicant \$350 Public Applicant \$200 Deposit
Set Up Day charge	\$100

8.0

CAPITAL IMPROVEMENT

FUNDING MOST PARK IMPROVEMENTS
COME FROM MULTIPLE FUNDING
SOURCES. THIS PLAN WILL IDENTIFY
SOME OF THE OPPORTUNITIES
AVAILABLE.

Capital Planning

This chapter defines the strategy necessary to have a long-term approach to improving and sustaining the community parks. Only long-term strategic planning can drive the development and vision for the City parks.

Buckley Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Pool Monument sign at parking lot	\$7,200	X		
Playground surfacing under play-ground	\$3,000	X		
Restore Boy Scout Cabin	\$100,000	X		
Add parking, concrete and fire pit at Boy Scout Cabin	\$25,000		X	
Add restroom at Boy Scout Cabin	\$80,000		X	
Resurface road to E Council Street	\$20,000		X	
Bathhouse upgrades	\$20,000	X	X	
In-pool water feature	\$40,000	X		
Total	295,200			

* 2021 Cost

Butts Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Expand parking lot	\$100,000	X	X	
Inclusive playground	\$246,000	X		
Total	\$ 346,000			
* 2021 Cost				

Flare Avenue Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Ballfield complex	\$1,500,000		X	
Parking Lot	\$100,000		X	
Restroom	\$175,000		X	
Recreation Center	TBD			X
Trail system	\$100,000		X	
Total	TBD		\$1,875,000	
* 2021 Cost				

Firemen's Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Concrete around shelters	\$10,000	X		
Shelter roof repairs	\$22,000	X		
Playground upgrades	\$75,000		X	
New restroom—North	\$80,000		X	
Pickleball Courts	\$40,000	X		
Total	\$ 227,000			
* 2021 Cost				

Glendale Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Bleachers	\$30,000	X		
Parking lot drainage	\$150,000		X	
Total	\$ 180,000			

Grumann Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Playground Upgrade	\$50,000		X	
Total	\$ 50,000			

Gillett Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Playground upgrade	\$50,000		X	
Total	\$ 50,000			

Veterans Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Shelter roof	\$7,000	X		
Roadway paving	\$60,000	X		
Playground upgrade	\$75,000		X	
Dog park upgrade	\$15,000		X	
Total	\$ 157,000			
* 2021 Cost				

Recreation Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Pavilion	\$40,000	X		
Ice Center roof repair	\$100,000	X		
Arena bleachers	\$50,000	X		
Upgrade security lighting and outlets	\$20,000	X		
Midway upgrade	\$750,000		X	
Total	\$ 960,000			

Waterman Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST*			
Playground surfacing	\$7,000	X	X	
Total	\$ 7,000			

Winnebago Park		Short-term (1-5 Years) High Priority	Mid-term (6-10 Years) Medium Priority	Long-term (10 Years +) Low Priority
GENERAL	ESTIMATED COST			
Phase 1 Improvements	\$650,000	X		
Phase 2				
Improve North Pavilion	\$15,000	X		
Improve parking at N Pavilion	\$66,000	X		
Phase 3				
New Enclosed shelter	TBD			X
Total	TBD	\$731,000		

8.0 Capital Improvements



FUNDING PROGRAMS

The identification of existing and potential funding programs is included to help City officials in the implementation phase of the plan. Funding sources are available in a variety of forms such as bonds, donations, federal and state grants, and loans. Further information can be obtained from the Wisconsin Department of Natural Resources and Community Services Specialists for the appropriate state district. It should be noted that although it is desirable to acquire funding sources from grants and other non-local sources, the City should also consider its ability to submit the necessary grant application materials, administer the grant, maintain the necessary documentation as required by the grant, fund any required match, maintain the improvement or program, and consider any long-term obligations or restrictions on the City property where the funding is used.

POTENTIAL FUNDING SOURCES

Potential grants that may benefit the City of Tomah

STATE OF WISCONSIN GRANTS
WI Department of Natural Resources (DNR)
Acquisition & Development of Local Parks (Stewardship)
Acquisition of Development Rights (Stewardship)
Aquatic Invasive Species (AIS) Control Grants
Boat Patrol Grants
Boating Infrastructure Grant (BIG) Program
Brownfield Site Assessment/Green Space/Public Facilities Grants
Clean Water Fund Program
Friends of State Parks (Stewardship)
Gypsy Moth Suppression Program
Habitat Area (Stewardship)
Knowles-Nelson Stewardship Program (Multiple)
Land and Water Conservation Fund (LWCF)
Local Water Quality Management Planning Aids
Municipal Flood Control
Natural Areas (Stewardship)
Non-point Targeted Runoff Management
Recreational Boating Facilities Grant Program
Recreational Trails Grant Program (Fed Highway Administration)
River Protection and Planning Grant Programs
Sport Fish Restoration (SFR)
State Trails (Stewardship)
State Wildlife Grants Program (Stewardship)
Streambank Protection (Stewardship)
Urban Forestry Assistance Grants
Urban Green Space (Stewardship)

Urban Rivers (Stewardship)
WI Economic Development Corporation (WEDC)
Community Based Economic Development Program (Multiple)
Community Development Block Grants (Multiple)
WI Department of Administration (DOA)
Coastal Management Grants
Comprehensive Planning Grants
WI Department of Transportation (DOT)
Bicycle and Pedestrian Facilities Program
Harbor Assistance Program
Local Transportation Enhancement (TE) Program
Safe Routes to School
Surface Transportation Program – Urban
Transportation Economic Assistance (TEA)
Wisconsin State Infrastructure Bank (Loan Program)
FEDERAL GRANTS
US Army Corp of Engineers
Aquatic Ecosystem Restoration and Protection Grants
US Environmental Protection Agency
Brownfield Clean Up Grant
Clean Water State Revolving Fund
EPA Environmental Education Grant Program
Great Lakes Restoration Initiative (Through 2014)
US Fish and Wildlife Service
North American Wetlands Conservation Fund
PRIVATE/NON-PROFIT GRANTS
Bikes Belong Coalition
Bikes Belong Grant Program
Natural Resources Foundation of Wisconsin
C.D. Besadny Conservation Grant (small grants only)
National Fish and Wildlife Foundation
Five-Star Restoration Matching Grants Program
Native Plant Conservation Initiative
Sustain our Great Lakes Program
Eastman Kodak, etc.
Kodak American Greenways Program

OTHER FUNDING SOURCES

There are available sources for funding outside of state and federal programs as well. Substantial funding has come from private foundations, donations, trust funds, and civic organizations in the past for the development of outdoor recreation.

ELIGIBILITY

“Eligible local governments are only those towns, villages, cities, counties, and tribal governments that have a Department approved Comprehensive Outdoor Recreation Plan or Master Plan which has been approved by resolution by the local governing unit or a plan of a higher unit of government. Local governments with qualifying plans receive eligibility to apply for grants for five years.”

Source: (<http://www.dnr.state.wi.us>)

DNR ELIGIBLE PROJECTS

In general, eligible projects include land acquisition, development, and renovation projects for “nature-based outdoor recreation” purposes. Decisions by the department (DNR) as to whether a particular project activity is “nature-based outdoor recreation” are made on a case by case basis.

1. **Acquisition of a conservation easement** (including the acquisition of development rights) that enhances or provides nature-based outdoor recreation. Because of the complexity of easements, the department has developed separate guidelines, including a model easement to explain the requirements for eligibility for Stewardship funding. Contact your DNR region Community Service Specialist for additional information.

2. Land purchases

- To preserve scenic or natural areas, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
- Within urban areas for such uses as open natural space, undeveloped play areas, bicycling trails, walking and horseback riding trails, and day-use picnic areas.
- That preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities.

3. **Development and renovation projects for the purpose of nature-based outdoor recreation** – e.g., trails, camping areas, picnic areas, water recreation areas, and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation, etc.

4. **Development and renovation of support facilities for the above** – e.g., access roads, parking areas, restroom facilities, utility and sanitation systems, permanent landscaping, park signs, fences and lighting for the protection of park users, etc.

5. **Shoreline habitat restoration projects** that serve public recreation or resource conservation purposes and is dependent on being on a shoreline.

6. **Riparian buffer rehabilitation** including establishment of native vegetation, which may include slope and site preparation, and control of exotic plant species.

7. **Shoreline stabilization**, which may employ bioengineering practices, and other environmentally beneficial stabilization techniques.

Source: (<http://www.dnr.state.wi.us>)

DNR INELIGIBLE PROJECTS

1. Land acquired through condemnation by the applicant; development of facilities on lands that were acquired through condemnation by the applicant.
2. Purchasing land for and development of recreation areas that are not related to nature-based outdoor recreation – e.g., sports that require extensively developed open space such as dedicated sports fields, swimming pools, tennis courts, playgrounds, skateboard parks, hockey rinks, indoor horse arenas, golf courses, and motorized recreation.
3. Lands dedicated through a local park land dedication ordinance.
4. Restoration or preservation of historic structures.
5. Buildings primarily devoted to operation and maintenance.
6. Indoor recreation facilities.
7. Construction or repair of seawalls, dams and lagoons.
8. Construction of lodges, motels, luxury cabins or similar facilities.
9. Environmental remediation or clean-up of site contamination.

Source: (<http://www.dnr.state.wi.us>)

9.0

MAINTENANCE PLAN

TO IMPROVE THE PARKS, THERE
NEEDS TO BE A COMMITMENT TO
TAKING CARE OF THEM.

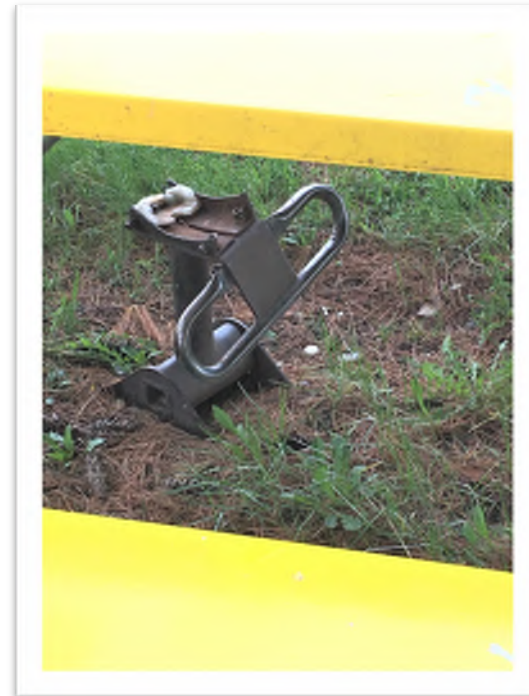
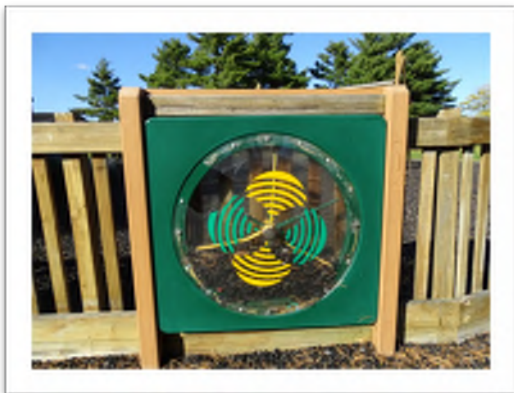
Care and Maintenance of Tomah Parks

Careful planning and design are essential to building a great community park system, but it is the level of long-term care that determines how attractive facilities remain, how long equipment lasts, how safe the parks are, and displays a City's commitment to the quality of life of its residents.

Sustainable maintenance improves the quality of the environment that has been created. Such maintenance also carefully balances the need to enhance or restore natural resources with the need for active recreation opportunities.

The amount of necessary maintenance will vary from park to park. Active parks, for example, tend to need a higher level of attention, while most open spaces require a lesser routine type of ongoing maintenance.

The parks department should establish a reporting mechanism to have residents self report maintenance and playground issues. Additionally, the department should have staff trained on playground inspection and maintenance. Staff needs to be committed to being the eyes on the parks and take on the responsibility to perform park inspections as a regular part of their daily responsibilities.



Parks, Facilities & Trail Maintenance Goals and Recommendations

GOAL

Create a successful and functional maintenance program that will address the concerns of both existing and future parks, open space and trails.

Recommendations

- ◆ Provide adequate and well-trained park personnel.
- ◆ Promote an understanding with your staff regarding the significant level of effort and responsibility they have to the parks, facilities and trail operations and maintenance. There needs to be a strong staff ownership in caring for the Parks of Tomah. This will go a long way to improving the maintenance of the park system.
- ◆ Create a maintenance work order system to track the problems and expectations surrounding the time it takes to correct any problems. Base your operations on historical data and look to improve the maintenance process. This approach will reduce maintenance in the long run.
- ◆ Purchase appropriate equipment to perform maintenance effectively and efficiently.

GOAL

Strive to use sustainable maintenance and care practices for park land, trails, and park facilities whenever possible.

Recommendations

- ◆ Periodically survey the condition of each park and facilities within the park in order to effectively and efficiently schedule routine maintenance projects.
- ◆ Design a sustainable maintenance program that will evaluate annual labor, supply and equipment needs, and develop a realistic plan for keeping park landscapes and facilities maintained and working properly.
- ◆ Included in the maintenance program are the following guidelines:

SUSTAINABLE MAINTENANCE PRACTICES:

1. Retain existing soil during construction and planting projects. Stockpile and reuse this soil on-site to minimize disturbance that could encourage growth of invasive plant species.
2. If fill needs to be imported, request weed-free fill.
3. When using fertilizer, use organic or “slow-release” and use no more than recommended for proper growth.
4. To determine the need for fertilizer, soil should be tested once every three years.
5. If soil pH needs to be adjusted, the use of lime or soil acidifying materials can be added.
6. Use compost as an annual dressing.
7. Create a compost area within the park system to supply needed compost. Consider creating a community composting program.
8. Mulching retains moisture in the soil, moderates soil temperature, prevents erosion and the washing away of nutrients, and keeps weed growth under control. Mulch should be applied no deeper than 4 inches on trees, 2-3 inches on shrubs, and about an inch on perennials.
9. Use shredded hardwood mulch rather than wood chips because of its slower decomposition rate, which has less nitrogen depletion properties.
10. In turf areas and newly planted areas, water deeply, about one inch of water per week, to keep plants healthy and to prevent soil erosion. Water in the early morning to prevent evaporation.
11. Consider using two types of grass within the parks, a cool season athletic mix turf grass for active play areas, such as ball fields and picnic areas, and a native cool season grass such as perennial ryegrass in place of Kentucky bluegrass, plus a fescue in other areas of the park.
12. Mow high (about 3 inches or no more than one-third of the blade of grass) in earlier morning hours, leaving grass clippings on the turf. Longer blades of grass tend to grow deeper roots helping to avoid erosion and obtaining more moisture and nutrients from the soil.

13. Include large drifts of native grasses and flower areas in parks, especially around water bodies to protect water quality, provide seasonal color and texture, enhance wildlife habitat and deter geese populations.
14. Include a controlled burn approach to maintaining native landscapes within parks. Controlled burns should be performed only by trained personnel.
15. Incorporate natural storm water control measures within the parks such as rain gardens, grass swales and additional planting of trees around parking and other hard surface areas to reduce site run-off.
16. Reduce the use of pesticides, herbicides or other chemically treated products such as wood products, whenever possible due to their impacts on water quality and wildlife habitat. When needed, especially in the case of invasive plant species control, they should be applied only by trained personnel and care should be taken to ensure proper use and storage.
17. Turf grass on ball fields and soccer fields will be mowed 2 times per week during the seasons when needed. All other turf grass will be mowed 1 time per week as time and weather permit.



Preserve those plants that have significance
and are thriving.

OPERATIONAL GOAL

OPERATE AND MAINTAIN THE PARKS, FACILITIES AND TRAIL SYSTEM
WITH COMMUNITY PARTNERSHIP AND COOPERATION.

Recommendations

- ◆ Solicit public evaluation of parks, facilities and trail maintenance using periodic surveys, online feedback via Facebook feedback section, open discussion with community groups, and comment/suggestion boxes placed in the parks.
- ◆ Use community volunteer resources to assist in park beautification projects, e.g. rain garden, restoration projects, invasive species control and installation of signage, new playground structures, etc. These types of activities bring community members together, especially in neighborhood park settings and can create a sense of ownership that may continue.
- ◆ Create volunteer recognition programs to acknowledge groups or community members for their service.
- ◆ Educate the public on the aesthetics and benefits of sustainable park landscapes using brochures, fact sheets, websites, City newsletter, and signage. Help get the community excited about the Tomah Parks!

Maintenance Guidelines

Annual Maintenance Schedule							
	Winter	Spring	Summer	Fall	At 2 Years	At 5 Years	At 10+ Years
Trees and Shrubs					Only prune lower branches that will create a hazard. Trees should not be staked unless absolutely necessary.	Selectively replace shrubs that have overgrown.	Replace shrubs that have become overgrown.
Planting		X	X	X			
New/ Replacement							
Fertilizer	Only when needed						
Mulch		X	X	X	Renewal prune woody shrubs to improve shape.	Renewal prune woody shrubs to improve shape.	
Pest Control (only as needed)		X	X				
Plant Repair	X	X	X	X			
Pruning							Renewal prune woody shrubs to improve shape.
	X	X	X	X	DO NOT SHEAR SHRUBS. Pruning should be done only by trained personnel.		
Perennials/ Ornamental Grasses						Divide existing plants to keep them healthy and maintain shape.	Divide existing plants to keep them healthy and maintain shape.
Planting New/ Replacement		X	X	X	In areas where establishment is unsuccessful, amend soil and replant.	Replace dead plant material. Change plant species in cases of major die-outs.	Replace dead plant material. Change plant species in cases of major die-outs.

Annual Maintenance Schedule							
	Win- ter	Spring	Summer	Fall	At 2 Years	At 5 Years	At 10+ Years
Aeration		April		Sept.	Re-grade sections that may have become "bumpy". Remove lawn from area around tree trunks.		Complete major renovation of turf areas designated for active sports such as ball fields, soccer fields, etc.
Mowing		X	X	X			
Re-sodding		X	X	X			
Reseeding (over-seeding)				X			
Weed Control (only as needed)		X		X			
Fertilization		X		X			
Naturalized Areas							
Planting		X		X	Weeding/burns and general management is critical during the first three years of establishment. The goal is to have minimal contact in subsequent years to reduce impact to wildlife habitat. ONLY BURN IN NATIVE GRASS & FLOWER AREAS.	Plant species selection should be modified based on success rates.	Long-term management should consider wildlife habitat quality. Plant species selection should be modified based on success rates and aesthetic quality. Replace plants or re- seed as needed.
					Most trees and shrubs cannot typically survive this method of weed control.		

10.0

APPENDIX:

CORP WORKSHOP PRESENTATION

IMPACT FEE

CORP 2020-2025



CITY OF TOMAH, WISCONSIN
COMPREHENSIVE OUTDOOR
RECREATION PLAN



COMMUNITY WORKSHOP

OCTOBER 13, 2020

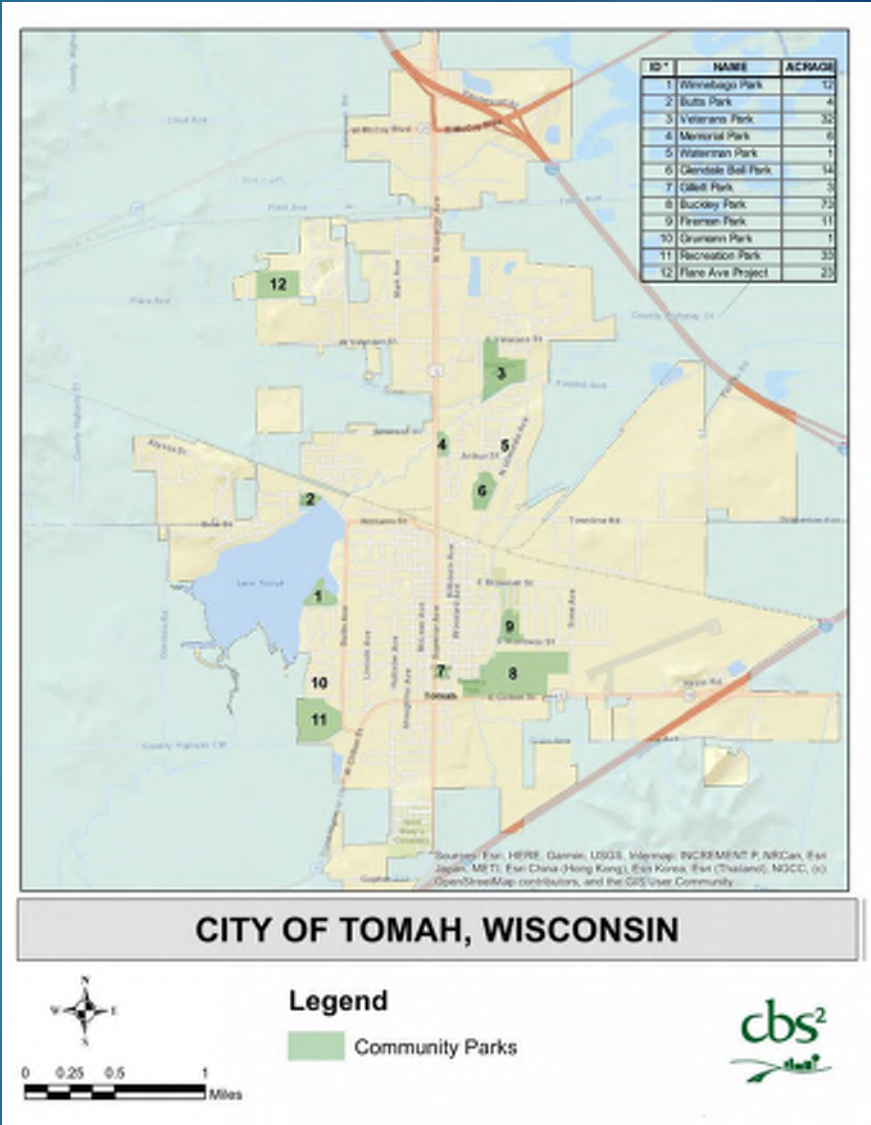
Agenda for today

- REVIEW OF CITY PARKS BY JOE PROTZ
- OVERVIEW OF CORP PROCESS

LUNCH

- DEFINE THE OVERALL GOALS FOR THE PARK SYSTEM
- GOAL SETTING FOR EACH PARK

Park Location Map



Buckley Park



Butts Park



Firemans Park



Gillett Park



General

Signs, Maps and other facilities



Glendale Park



Memorial Park



Grumann Park (Jodi Circle)



Recreation Park



Veteran Park



Watermans Park



Winnebago Park

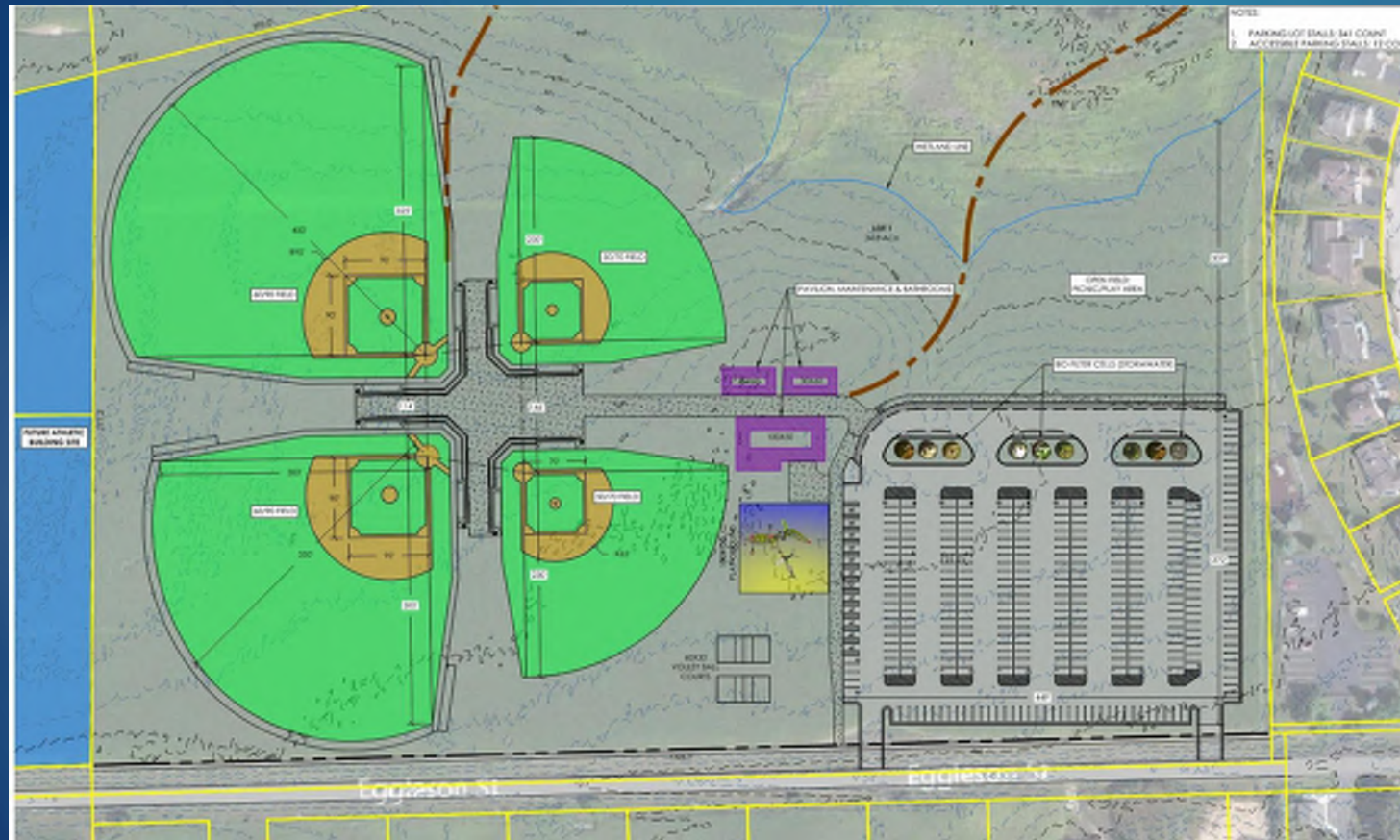


Winnebago Park Master Plan

Approved 10/7/2019



Flare Avenue Project



Overview of the CORP process

The purpose of the Tomah Parks Comprehensive Outdoor Recreation Plan (CORP) is to accomplish two important tasks: Complete an inventory of park facilities that make up the City's park and open space, and to provide guidance for the future improvements and expenditures to sustain the park system. The CORP addresses the community's long-range park and open space needs for the next 25 years, with a particular focus on the community's park needs for the next 5 years (2019 to 2024). This is the first CORP plan completed and is the benchmark for future. After the adoption of the plan, this document will allow the City of Tomah to apply for State DNR grant funding as required by Wisconsin State Statute NR 50.06.(4).



Potential CORP impact on Tomah

Value

Allow the City to apply for State matching grants. Most are grants 50% fund match

Potentially Eligible projects

1. Land acquisition
2. Development and renovation of nature based outdoor recreation – trails, picnic areas, water recreation.
3. Development and renovation of support facilities for above: access roads, parking, restrooms, signs, fences and lighting
4. Shoreline habitat restoration or stabilization

Future Planning

It is of vital importance that the City of Tomah develop each park and facility with the Comprehensive plan in mind in order to maintain a unified approach to addressing the community's needs.



LUNCH ON US



Goal of the overall park system

PLANNING STARTS WITH GOALS, OBJECTIVES AND TARGETS.

TO IMPROVE THE PARKS THERE MUST BE A VISION FIRST.

THREE QUESTION: 15 MINUTES

1. WHAT ARE THE STRENGTHS OR WEAKNESSES OF THE TOMAH PARKS SYSTEM.
2. WHAT ARE THE BIG IDEAS THAT SHOULD BE ON THE TABLE.
3. VISION STATEMENT



Projects for individual Parks

PLANNING STARTS WITH GOALS, OBJECTIVES AND TARGETS.

MAINTENANCE AND IMPROVEMENT SUGGESTIONS

30 MINUTES

Badger 5

Buckley Park

Butts Park

Fireman's Park

Flare Ave. Project

Gillette Park

Glendale

Grumann Park

Memorial Park

Veterans

Recreation Park

Memorial Park

Winnebago



COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

CORP 2020-2025



CITY OF TOMAH, WISCONSIN
COMPREHENSIVE OUTDOOR
RECREATION PLAN
JUNE, 2020



- COMPLETING SITE INVENTORY
- WORKING ON DEMOGRAPHIC CHAPTER
- WORKSHOP (OCTOBER 13, 2020)
- HOLD PUBLIC OPEN HOUSE
- WILL WRAP UP BY NOVEMBER IF PUBLIC GATHERINGS ARE ALLOWED



RESOLUTION NO. 2005-02-08-05

WHEREAS, the ordinances of the City of Tomah authorize the Common Council to establish fees, and

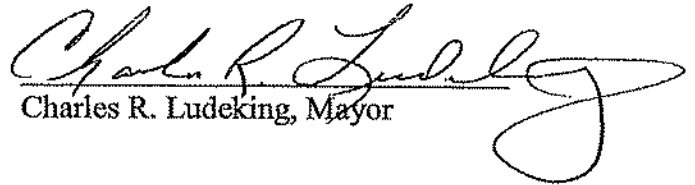
WHEREAS, with the recodification of the Ordinances of the City of Tomah it is necessary for the Council to establish fees,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Tomah that the following fees are hereby established:

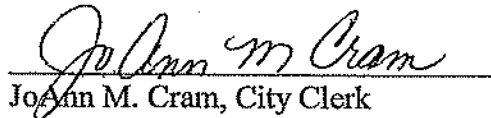
- (1) Board of Appeals -- 17.80 (5)(d) - \$125.00
- (2) Conditional Use Permit -- 17.30 - \$125.00
- (3) Rezoning -- 17.81 (3)(d) - \$125.00
- (4) Annexation Fee --
 Act 317 of Wisconsin State Statutes prohibits an annexation from occurring unless the municipality agrees to pay annually to the town for 5 years an amount equal to the amount of property taxes that the town levied on the annexed territory as shown on the tax roll under s 70.65 in the year in which the annexation is final. Therefore, the annexation fee for the City of Tomah is set as follows.
 - (a) Annexation Fee 17.82 (1) (c) \$250.00, and
 - (b) An amount equal to the levy amount set by the town for 5 years. To be paid at the time the petition for annexation is presented to the City.
 - (c) Note: If the annexation is rejected by the City the levy fee amount shall be refunded.
- (5) Plat Review -- 18.05 (2)(f) - \$100.00 plus \$20.00 per lot with maximum fee of \$500.00
 - (a) Replat - \$150.00
- (6) Special Meeting - \$200.00
- (7) Design of Subdivision -- 18.02 (2)(a) Park Fee to be paid at the time a building permit is issued.
 - 1. Single Family Home - \$300.00
 - 2. Duplex - \$500.00
 - 3. Building of 3 units or more - \$200.00 per unit

- (a) For all new platted residential subdivisions, at the City's option, the City shall either
 - (i) Impose a fee as stated above or
 - (ii) Require the subdivision owner to dedicate park space of one acre per fifty lots, but not less than two acres total.
- (b) For new construction on property located in a zoned Business District (B or B-2) within the City of Tomah a fee of \$300.00 per building permit.
- (c) On all other property zoned Business (B or B-2), after the effective date of this Resolution or all new property annexed to the City after the effective date of this Resolution zoned Business (B or B-2), the City shall impose a park fee of \$300.00 for each building permit issued, plus \$30.00 per acre for the entire parcel.
- (d) All funds collected, as park fees shall be placed in a designated fund for park space and development. The funds in that account shall specifically be used for the purchase and development of new parks in the City of Tomah.

Dated this 8th day of February, 2005


Charles R. Ludeking, Mayor

ATTEST:


JoAnn M. Cram, City Clerk

READ: 02/08/2005
PASSED: 02/08/2005

COMMISSION MEETING REPORT

Agenda Item: Act on request to place informational sign in Winnebago Park

Summary and Background Information:

(appropriate documentation attached)-

The Lake Committee has requested to place an informational sign in Winnebago Park near the kayak launch and Accessible Fishing Pier. This will condense some of the park signage in that area to on information board. Information will include how to use the kayak launch, Information on Lake Tomah (fishing, no swimming, etc.) The signage can be changed to keep the community updated on information.

Fiscal Note: Lake Committee will cover the cost of the project

Recommendation: Discuss and act on request.

Joe Protz
Joe Protz, Director

10-24-2025
Date

Other Parks

- Cleaning Parks and Shelters
- Mowing Parks and Public Green Space
- Painting fields for youth football and soccer
- Planted trees from Frank G. Andres in City Parks
- Winterizing Park Bathrooms, all bathrooms will be closed after October 31st.

RECREATION PROGRAMS

- Fall Programing 158 participants in K-6 youth football
- Co Rec Volleyball continues with 12 teams
- Open gyms will begin in October
- K-6th youth volleyball finished on October 25th with 59 participants
- Over 100 participants at the Recreation Station fall open house on September 25th
- Fall Special Events at Recreation Station
- 6 rentals in August and 6 rentals in September at Recreation Station
- Sign up for 1-4th grade basketball and Women's Volleyball

AQUATIC CENTER

- Fall Winterization and Cleaning
- Met with Engineer on October 23rd to review broken water slides. They will be working on a proposal.

RECREATION PARK

- 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.
- November 6-8th Glen Miller Auction, November 15th Cowboy Christmas, November 22nd Senior Center Craft Fair, November 29th Special Rec Christmas.
- General upkeep and maintenance on buildings
- Tomah Ice Center continues with activities

Joe Protz

Joe Protz

Director Tomah Parks and Recreation