



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on **Monday, April 22, 2024 at 5:45 PM** in the **Recreation Station located at 316 Arthur St Tomah WI 54660.**

Call to Order - Roll Call

Approval of the Minutes

Minutes March 2024

Agenda Items

1. Nominations and Election of Officers
2. Act on Request by American Legion for Veterans Point at Winnebago Park
3. Act on Request/Donation from Tomah Lion's Club Inc. for facility usage and naming/branding for the community room at the Recreation Station.
4. Tomah Parks and Recreation Program Report

Adjourn

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

MEETING MINUTES - CITY OF TOMAH

The City of Tomah **Parks & Recreation Commission (PRC)** met on Monday Mar 4, 2023 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, Dustin Powell, DeDe Nelson, Josephine Piper, Dean Peterson, Travis Scholze

The following members were absent: Donna Evans, Shirley Galstad-Roh

Others in attendance: Heather Wilcox

1. Act on Minutes of January 2024 regular meeting. A motion by Peterson, second by Scholze, to accept the minutes of the January 2024, regular meeting. Motion carried.
2. Act on request for use of Recreation Building to host a benefit: Heather Wilcox was present and addressed the PRC requesting a reduced rental rate to hold a benefit in the Progress Building at Rec Park, on behalf of the families and businesses impacted by the recent fire in downtown Tomah. Heather has a history of running benefits and is working with Ann Schleicher, one of the business owners impacted by the fire. The event may include auctions, sales, children's activities. Motion by Scholze, second by Nelson, to reduce the rental rate by 50% to \$275 for the requested date of April 21, and to waive the security deposit, with possibility of set up for the event on April 20 if the building is not rented for that date. Motion carried.
3. Request use of Veteran's Park Dog Park and Shelter for a SAAPM (Sexual Assault Awareness and Prevention Month) event: Christopher Carlson MSG USArmy has requested use of Veteran's Park Dog Park to promote SAAPM. The public is invited, the Park will remain "open" during the 8AM -3PM event. Other allied groups may participate and set up games/activities for attendees. The request includes asking for to use the nearby pavilion and for the \$60 fee to be waived for this event. Motion by Moser, second by Piper, to approve use of the Park and waiving the pavilion fee. Motion carried.
4. Request use of Impact Fees to repair Irrigation System at Veteran's Park Soccer Complex: Dir Protz asked the PRC to approve use of Badger Coulee Impact Fee Funds to replace/repair the irrigation system at Veteran's Park Soccer Complex. The system is 15+ years old and in need of maintenance/repair. Estimate is \$6000. Badger Coulee Fund balance stands at approx. \$37,000. Motion by Scholze, second by Nelson, to approve use of Badger Coulee Impact Fee Funds to repair irrigation system at Veteran's Park Soccer Complex as requested. Motion carried.

5. Request use of Impact Fees to purchase equipment for new Disc Golf Course adjacent to Firemen's Park: Dir Protz requested use of Badger Coulee Impact Fee Funds to purchase and install equipment (tee boxes, baskets, etc...) for a disc golf course adjacent to Fireman's Park. Approval is requested for up to \$15,000. Motion by Nelson, second by Piper, to approve use of Badger Coulee Impact Fee Funds for purchase of equipment to establish the disc golf course. Motion carried.
6. Tomah Parks and Recreation Program Report: Dir Protz reviewed the monthly Program report.
7. Discussed any affairs and business of the Tomah Parks and Recreation Department. None presented.

The Meeting was adjourned at 6:20PM. Next regular meeting to be held Monday, Apr 22, 2024, @ 5:45PM, at Recreation Station, Arthur St.

Respectfully Submitted: Oak Moser, Mar 6, 2024.

COMMISSION MEETING REPORT

Agenda Item: Nominations and Elections of Officers

Summary and Background Information:
(appropriate documentation attached) -

Discuss and elect Park Board of Commissioners Chairperson(President) and Secretary.

Aldersperson members: Dean Peterson and Travis Scholze

Members:
Dustin Powell and Shirley Galstad-Roh 2025
Josephine Piper and DeDe Nelson 2026
Oak Moser and Donna Evans 2027

Fiscal Note:

Recommendation:
Vote on President and Secretary

Joe Protz
Joe Protz, Director

4-18-24
Date

COMMISSION MEETING REPORT

Agenda Item: Act on Request by Tomah American Legion for Veterans Point at Winnebago Park

Summary and Background Information:
(appropriate documentation attached) -

See Attached Letter.
If approved Director Protz will work with Tomah American Legion on placement of proposed flagpole and memorial plaque.

Recommendation:
Discuss and act on request.

Joe Protz
Joe Protz, Director

4-18-2024
Date



Grassman-Sowle-Larsen-Senz
American Legion Post 201
Tomah, WI

Dear City Committee Members,

Let me introduce myself, Todd Steffel-Commander American Legion Post 201. At our latest meeting (3/14/24), a suggestion was presented to the membership. The suggestion was: Since the American Legion has donated the Flag Pole that was previously installed at Glendale Ballpark to be relocated to Winnebago Park-"The Point". It was proposed to officially name this area of Winnebago Park – "**VETERANS POINT**". It was voted on at that meeting and passed, thus this request. Tomah American Legion would also like to supply the U.S. Flag and a Memorial Plaque honoring all Veterans past, present and future. It would be placed at the base of the flag pole when ready.

If all the timing works out, Tomah American Legion we will be presenting "Colors" and raising the Flag in the morning at the American Legion Car Show – Saturday 5/25. It would be the perfect time to announce the "Official name" of "**VETERANS POINT**".

Thank You for your consideration,

A handwritten signature in black ink, appearing to read "Todd Steffel", written in a cursive style.

TODD STEFFEL – Commander, Tomah American Legion Post 201

Gen. Mgr., Tomah American Legion Post 201 Baseball

COMMISSION MEETING REPORT

Agenda Item: Act on Request/Donation from Tomah Lion's Club Inc. for facility usage and naming/branding for the community room at the Recreation Station.

Summary and Background Information:
(appropriate documentation attached)-

See Attached Memorandum of Understanding from Tomah Lion's Club.

Recommendation:
Discuss and act on request.

Joe Protz
Joe Protz, Director

4-18-2024
Date

Memorandum of Understanding for Room Naming Rights and Facility Usage

The Tomah Lion’s Club, being a civic organization with a mission of serving and giving to the community, wishes to support the Tomah Parks and Rec Department and their goal of creating community spaces in the building known as the “Recreation Station” located at 316 Arthur Street in Tomah, Wisconsin.

To help Tomah Parks and Rec achieve their goals, Tomah Lions Club will donate \$15,000 to Tomah Parks and Rec for the purpose of creating community spaces in the Recreation Station. Tomah Parks and Rec may spend the \$15,000 in any way they deem appropriate for the space.

The donation of \$15,000 will be made in equal increments of \$5,000 over the course of three years.

In exchange for the donation, Tomah Lions Club requests naming rights for the meeting room off of the kitchen at the Recreation Station and for the room to be called the “Tomah Lions Community Room”. Tomah Lions also requests first right of refusal, should a situation arise in which the room would be requested to be called anything other than the “Tomah Lions Community Room”.

Tomah Parks and Rec will also allow the Tomah Lions Club to decorate the “Tomah Lions Community Room” tastefully in a “Lions Club” branded fashion which may include Lion Club logos, photos, plaques, and emblems. Final decorations would be submitted for approval to the Director of Parks and Rec prior to installation.

The Tomah Lion’s Club also proposes to utilize meeting space in the new “Recreation Station” to host both their monthly board meetings and their monthly membership meetings. The Tomah Lions Club meetings are on the 2nd and 4th Wednesday of each month and would utilize the room from 5:30 PM until 10:30 PM. Access will also be granted to the kitchen area and a secured storage area outside of the meeting room. Tomah Lions Club will be provided access to the secured storage area with a key or code provided Tomah Parks and Rec.

Tomah Parks and Rec will “rent” the room to Tomah Lions Club at no charge and in good faith for the foreseeable future.

Signature:

Joe Protz, Tomah Parks and Rec

Signature:

Parks and Rec Board Chair

Signature:

Kevin Hilliard, Tomah Lion’s Club

Other Parks

- Maintenance on equipment and buildings
- New Outdoor Sports Complex construction is ongoing. Turf installation has begun.
- Working on cleaning, painting, remodeling Recreation Station
- Working on park clean ups and opening bathrooms
- Painting soccer fields at Veteran's Park
- Replacing broken sprinkler heads at Veteran's Park Soccer Complex.

RECREATION PROGRAMS

- Sunday Open Gym at High School and Wednesday Open Gym at Middle School
- Finished indoor adult sports programs.
- Posted spring/summer t-ball, tennis, stem classes.
- Staff recruitment for summer
- Hosting first Create and Play Pre School art class at Recreation Station on April 16th.
- Youth Sports programs can be found on City of Tomah website.

AQUATIC CENTER

- Finalizing Pool and swim lesson schedule. Tentative opening on June 10. Allows time for staff training and Lifeguard Recertification courses.
- Staff Recruitment

RECREATION PARK

- March 2 Tomah Baseball Club Opening Night, March 9 Families First Trivia, March 16 SCA, March 23 n.a.s.a. Banquet, March 28-29 Glen Miller Auction
- April 5-6 Toy Show, April 11-14 Gun Show, April 27 Oakdale Electric Annual Meeting
- May 4 Tomah Historical Fundraiser, May 17-19 High School Rodeo, June 9th Sheep Show, Jun 20-23 Tractor Pull, Jun 29 Quinceanera.
- General upkeep and maintenance on buildings
- On going programming at Tomah Ice Center.
- Construction has begun on Ice Center Addition.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation