



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, March 30, 2026, at 5:45 PM
in the **Council Chambers at City Hall, 819 Superior Ave, Tomah, WI.**

Join Zoom Meeting:

<https://us06web.zoom.us/j/2708608080?pwd=ZTZ0cmJLVFEFb1dzVDNwdi91UHFYQT09&omn=81374627919>

Meeting ID 270 860 8080

Passcode 206751

Call to Order - Roll Call

Approval of the Minutes

1. March 2, 2026, Minutes

Agenda Items

2. Recommend approval of final execution/negotiation of easement to the City of Tomah with two landowners for the purpose of constructing a multi-use trail. Trail was authorized in Resolution No. 2025-04-15-06
3. Request from Monroe County Crime Stoppers, INC to post signs at city parks
4. Parks and Recreation Program Report

Future Agenda Items

5. Public Information Meeting for Comprehensive Outdoor Recreation Plan

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 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 March 2, 2026 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, Bryan Pierce, JoAnn Cram, Scott Brand, and Dean Peterson. Also present: None.

The following members were absent: Donna Evans and Travis Scholze.

1. Act on Minutes of January 26, 2026, regular meeting. Motion by O Moser, second by D Nelson to accept the regular meeting minutes of the January 26, 2026. Motion approved.
2. Review goals and Targets Regarding the 2026-2030 City of Tomah Comprehensive Outdoor Plan The City of Tomah Comprehensive Outdoor Recreation Plan expires in 2025. Goals were reviewed from the January meeting and Goal #1 was amended as follows: Continually upgrade the parks, trails, and open recreational green spaces to meet current safety standards, maintenance, and ongoing necessary improvements. Goals 2 and 3 were not changed. Targets remain unchanged.
3. Review List of Parks and Future Capital Improvement for the 2026-2030 Comprehensive Outdoor Recreation Plan.

Buckley Park has major mechanical issues. Boy Scout cabin restoration is a work in progress. The pool monument sign at the parking lot is complete. All other items continue in the plan.

Butts Park - Inclusive playground completed in large part by NASA and other donations. Blacktop may be added to expand parking.

Flare Avenue Park – The ballfield complex project and the restrooms are complete. The Recreation Center is a long-term goal due to the cost. Additional general goals include: Surface Parking Lot, Indoor Facility, Additional Outdoor Facility, and add Shed for Equipment Storage.

Firemen's Park – Concrete around the shelters is complete as well as playground upgrades. Some shelter roof repairs still need completion. New restrooms are still in the 6-10 year plan. The Pickleball Courts focus will change to the Flare Ave. Sports Complex. Trail System Repairs was added. Disc golf acreage has also been added.

Glendale Park – Park name should be changed to: Bud's Ball Park. Remove the bleachers and parking lot drainage. This park includes ball dugouts, a field, concession stand and bleachers. Plans are to maintain current status.

Grumann Park – The playground update is not complete. Leave at 6-10 years. This park consists of a small play structure, open pavilion, planter and green space.

Gillett Park – Playground Upgrade estimated cost needs to be increased and with new playground equipment and surfacing, the cost would be about \$250,000. A roof for the Little Red Schoolhouse and maintenance costs needs to be added in the 6-10 year range.

Veterans Park – Shelter roof needs some repair however, roadway paving is complete. The playground update is complete and we will continue to update the

dog park as we can. There are some donated funds designated for a future dog park.

Recreation Park – Still working on the pavilion. Arena bleacher item was moved to the 6-10 year priority. The Midway upgrade had a lot done with ARPA funding. The security lighting and outlet upgrade is complete. The Ice Center roof needs to be repaired or replaced which needs to be done soon. Items to add include: 1. Blacktop around the Exhibit Building to add additional parking for large scale events. 2. Add Camera System for security. 3. Add Upgrade Pit Area. Perhaps putting in recycled blacktop would help with the maintenance budget and alleviate some of the wet area.

Waterman Park – Very small park. Discussion about possibly selling due to the proximity of the nice playground area at the nearby elementary school.

Winnebago Park – The North Pavilion was improved so that item can be taken off. City still needs to add an 8' concrete area round the parking at the North Pavillion. Add: 1. Camera System for security, 2. Updating the Playground to include a new surface projected in the 6-10 year range. 3. Look into electricity for the Christmas Light Show.

Add Memorial Park – Park has a Pavilion and the playground needs to be upgraded (1-5 Year Range). Concrete has been added for accessibility to the monuments.

Add Recreation Station – New facility that can be rented and is a popular play area for small children.

Arial photos need to be updated for all parks. A map of the trail system should be included in the plan. The proposed new trail expansion should also be included.

Parks and Recreation Program Report: Dir. Protz reviewed the February 2026 Program Report. Basketball and volleyball programs continue. Youth basketball finished with 106 participants. Winter Special Events were held at Recreation Station. Freeze Fest was held February 2nd-7th. Recreation Park is busy with multiple events. Tomah Ice Center continues with activities.

4. Adjourn. Motion by O Moser, second by D Peterson to adjourn. Motion passed. The meeting was adjourned at 6:50 PM. The next regular meeting to be held Monday, March 23rd at 5:45 PM at the City Council Chambers.

Respectfully Submitted:

JoAnn Cram, March 2, 2026

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Approval of final execution / negotiation of easement to the City of Tomah with two landowners for the purpose of constructing a multi-use trail. Trail was authorized in Resolution No. 2025-04-15-06

Summary and Background Information:

In Fall 2025 the City of Tomah was offered a Stewardship Grant Award for \$410,422. The Stewardship program is a 50/50 match program in which the City must match the Grant award with its own \$410,422 through a combination of capital and force account or labor. The path project for which the Grant was awarded will travel South from the Pool along Grain Avenue and cut west across private lands before meeting up with Superior Avenue. A document described as an exchange agreement was submitted with the application in Fall 2025. This document called out a 20-foot-wide area for a path. That document showed the area in a graphical manner. This current Exchange Agreement is executed between the City of Tomah and the Torkelson family. We have since discovered that an Easement is required instead of an exchange agreement in order to meet the standards of legal property control for the stewardship grant. Staff is recommending that we be given authority to draft and execute an Easement instead of an exchange agreement. Said easement would be between the City and two landowners. An alternate route requiring the second landowner is shorter, includes less wetland disturbance and an reduced cost per foot of the project.

In order to meet our strict construction and funding schedule, this document needs to be completed by May 15th, 2026. City Staff and Town and Country Engineering met with one of the private landowners who is extremely cooperative and has tentatively agreed to sign said easement upon drafting and review. We are working to meet with the other landowner asap. It is anticipated that the official legal easement document will be available in mid- April. The recommendation to the Parks and Recreation Board is for Town and Country Engineering to draft the legal description and for the City Council to authorize the Mayor, Administrator, City Clerk and City Attorney to execute the necessary documents to record this easement.

Recommendation From: Parks and Recreation Director to Approve

Minutes Attached: Yes No

Budget Account: 08-57620-8100

Fiscal Impact: Attorney fee, Engineering fee, Easement purchase.

Staff Responsible for implementation: Engineer, Administrator, Clerk, City Attorney.

Economic Impact: Parks and Recreation, open space and active recreational trails have been proven to be significantly effective in generating economic development.

Zoning/Rezoning Issues: None

Supports Organizational Goals: **Yes** **No**

Questions from Administrator:

Grants Pursued/Opportunity Pursued: Stewardship Grant.

Recommendation: A motion to approve this item should read, “Recommend Approval by the City Council to authorize the Mayor, City Administrator, City Clerk and City Attorney to execute the necessary documents to record this easement.

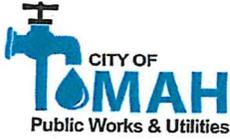
 Nicholas Morales
Administrator

 3-18-2026
Date

 Joe Protz
Department Director

 3-18-2026
Date

Committee: Parks and Recreation Committee **Meeting Date(s):** 23 March, 2026



Public works OKed 3/18/26
Looking to put in parks

STAFF COMMITTEE PREPARATION REPORT

Agenda Item:

Request to Appear – Monroe County Crime Stoppers, Inc.

Summary and background information:
(Appropriate documents attached)

MCCS is requesting approval to have 20 MCCS tip submission signs posted in the city. Possibly posting at city parks or other publicly visible spots in the city. MCCS would also ask the city to attach the MCCS signs to the public places agreed upon. MCCS will purchase the hardware needed to complete this task.

Fiscal Note:
N/A

Recommendation:
Recommendation based on discussion

Brandy Leis

Public Works & Utilities Director
Brandy Leis

3/12/26

Date



819 Superior Ave.
Tomah, WI 54660

Public Works (608)374-7430 | Utilities (608) 374-7431

REQUEST TO APPEAR BEFORE COMMITTEE

03/04/2026

DATE OF REQUEST:

NAME: **Monroe County Crime Stoppers, Inc.**

ADDRESS: **P.O. Box 144 ~ Tomah, WI 54660**

PHONE #: **608.633.3501** E MAIL ADDRESS **koehler.susa@gmail.com**

COMMITTEE NAME: **City of Tomah Public Works**

COMMITTEE DATE: **March 18, 2026 at 5:30 pm**

AGENDA ITEM AND DESCRIPTION/EXPLANATION:

REQUEST:

Monroe County Crime Stoppers (MCCS) are requesting approval to have twenty MCCS tip submission signs posted in the city. Possibly posting at city parks or other publicly visible spots in the city.

MCCS would also ask the city to attach the MCCS signs to the public places agreed upon. MCCS will purchase the hardware needed to complete this task. The signs have two pre-drilled holes on each of the sign's top and bottom. In addition, MCCS will fund any additional fees that may be required to post the signs.

Susanne Koehler, Mo. Co. Crime Stoppers Board Member

This form must be submitted to the appropriate department head at least **ONE WEEK PRIOR** to the scheduled date of the Committee/Council meeting. This is to ensure that the requested item is placed on the agenda prior to the agenda being sent out. If you have additional information, please attach it to this form.

Monroe County Crime Stoppers Signs for Posting in Municipalities

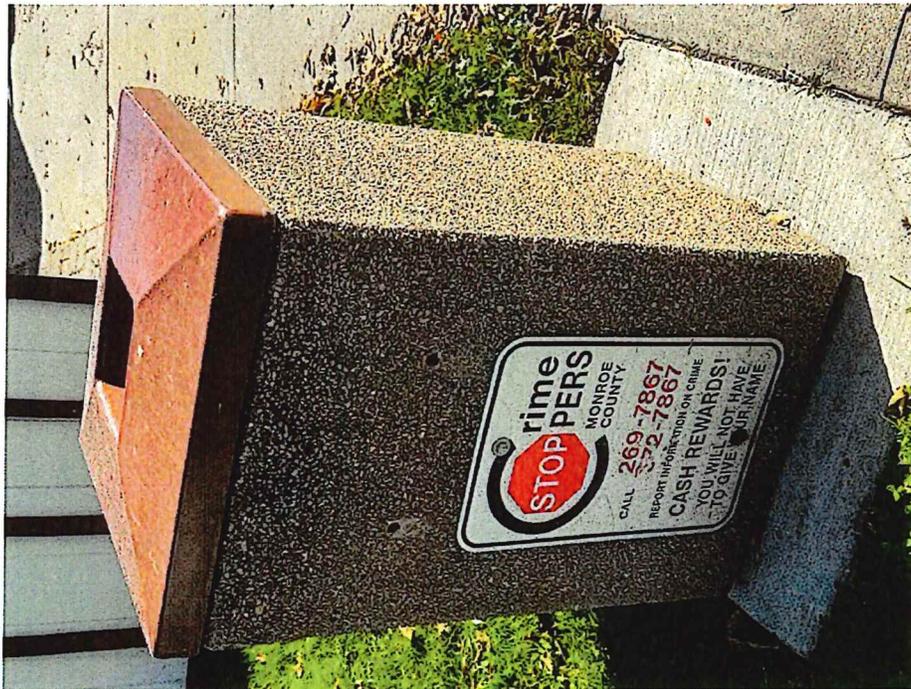
Monroe County Crime Stoppers (MCCS) will purchase signs from Zingler Sign & Design in Tomah. Signs are metal (12 x 18) with MCCS logo, QR code (accessing P3tips website) and our tip phone lines.

P3tips is an online tip submission line for the public to post tips which can help law enforcement solve crimes in the community. Tipsters always remain anonymous and can earn rewards up to \$1,000 if their information leads to an arrest.

REQUEST:

We are requesting approval to have MCCS signs posted in the city. Possibly posting at city parks or other publicly visible spots in the city.

We would also ask the city to attach the MCCS signs to the public places agreed upon. MCCS will purchase the hardware needed to complete this task. The signs have 2 pre-drilled holes on each of the sign's top and bottom. In addition, MCCS will fund any additional fees that may be required to post the signs.



This image is of our previous 'old' sign for MCCS (purchased in early 1990's).

The cement trash reciprocal was also purchased by MCCS. There are still currently a few around the city.

This is a new image of our MCCS signs for posting within the city.



- Report Criminal Activity
- Remain Anonymous
- Earn Cash Reward

Submit a tip ONLINE or CALL:

(608) 269-STOP or (608) 372-STOP

P3tips.com

monroecountycrimestoppers.org

Proposing for Municipalities:

Cities

Sparta = 20

Tomah = 20

Others = 5 each for a total of 55

Brookwood (Norwalk, Ontario, Wilton), Cashton, Cataract, Kendall, Leon, Melvina, Oakdale, Warrens, Wyeville

Other Parks

- Cleaning Parks Shelters for rentals
- Snow removal of City sidewalks and trail system
- Prepping for Spring start up at Parks

RECREATION PROGRAMS

- Wednesday Night Adult Basketball finished with 17 teams (up 4 teams from 2025)
- Sunday Night Women's Volleyball continues with 14 teams (up 7 teams from 2025)
- 1st-4th grade basketball finished with 106 participants
- Winter Special Events at Recreation Station
- Recreation Station rentals January (10), February (6), March (10)
- Working on Spring/Summer activities

AQUATIC CENTER

- Closed for Winter

RECREATION PARK

- March 7 Tomah Baseball Club Opening Night. Mar. 14 Families First Trivia, Mar. 20-21 That Moot Thing (LARP), Mar. 28 N.A.S.A. banquet.
- April 11 Toy Show, April 18 Gun Show, April 25 Oakdale Electric Annual Meeting,
- May 2 Historical Society, May 15-17 High School Rodeo, May 23 Wedding, May 23 U.S. Army Fitness Challenge,
- General upkeep, snow removal and maintenance on buildings
- Tomah Ice Center continues with activities

Joe Protz

Joe Protz
Director Tomah Parks and Recreation