



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on **Monday, September 25, 2023 at 5:45 PM**
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI..**

1. Call to Order - Roll Call
2. Approval of the Minutes
- [3.](#) July 2023 Park Board Minutes
4. Agenda Items
- [5.](#) Proposal for the development of conceptual plans for new pickleball courts in the City of Tomah
- [6.](#) Smoking in City Parks
- [7.](#) Monthly Report
8. 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 July 31, 2023 at 5:45p.m. in City Council Chambers. The meeting notice was posted at City Hall in compliance with the provisions of Section 19.84 Wisconsin Statutes.

Call to order and roll call; present: Dir. Joe Protz, Oak Moser, Dustin Powell, DeDe Nelson, , Travis Scholze, Josephine Piper

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

Others in attendance: Whitney Sanjari (Tomah Health)

1. Act on Minutes of 6/12/23 regular meeting. A motion by Scholze, second by Nelson, to accept the minutes of the June 12, 2023, regular meeting. Motion carried.
2. Request by Tomah Health (TH) to set up informational table at Gillette Park during Farmer's Market (target dates of Aug 26, Sep 9, Sep 16): TH would like to use the Farmer's Markets in Tomah and Sparta to promote September as Fruit and Vegetable Awareness Month, to include information, recipes, and a bingo food challenge. After discussion, motion by Scholze, second by Nelson to approve request, motion carried.
3. Request by Monroe County Safe Communities Coalition (MCSCC) to do an event and place flags and banner at Gillette Park: MCSCC would like to conduct an event on Aug 31 for Overdose Awareness Day in Gillette Park to include using small purple flags in the ground and banner (for Overdose Awareness and Recovery) promoting the event (4'x 8') and keep them "up" for the month of September. On Aug 31 (from 3-6PM) there would be additional informational tables set representing other organizations (such as UW Extension, Sober Eyes, Next Steps for Change, Dept of Health, Harm Reduction, EMT/FD and Police and possibly others. Motion by Nelson, second by Piper, to approve MCSCC to place flags, banners (with no commitment for Parks and Rec to install) promoting Overdose Awareness and Recovery, for the month of Sep 2023, and to have informational tables as requested on Aug 31, 2023. Motion carried.
4. Tomah Parks and Recreation Program Report: Dir Protz reviewed the monthly Program report.
5. Discussed any affairs and business of the Tomah Parks and Recreation Department. None presented.

The Meeting was adjourned at 6:10PM. Next regular meeting to be held Monday, Aug 28, 2023, @ 5:45PM, City Council Chambers.

Respectfully Submitted: Oak Moser, Aug 1, 2023.

COMMISSION MEETING REPORT

Agenda Item: Proposal for the development of conceptual plans for new pickleball courts in the City of Tomah.

Summary and Background Information:
(appropriate documentation attached)-

- See attached information regarding the proposal.

Fiscal Note:
Use of Cell Tower fees or Park Space fees to cover the cost of the services.

Recommendation:
Discuss and act on request.

Joe Protz
Joe Protz, Director

7-27-2023
Date

September 19, 2023

Joe Protz
Director of Parks and Recreation
City of Tomah
819 Superior Ave
Tomah, WI 54660



Dear Joe:

Thank you for the opportunity to provide this proposal for the development of conceptual plans for the new pickleball courts to be located at one of two sites in the City of Tomah. This effort will include review of two potential locations for a 4-plex of courts, conceptual site plan renderings, and assembly of an opinion of probable construction costs.

As plans gain approval, we would be happy to amend our contract to include engineering and preparation of construction documents, and construction administration services. We understand that the City desires to complete the conceptual plans this fall and potentially construct in 2024. Parkitecture is ready and able to meet these timeframes.

We will reach out to the City Engineer for basemap information. If none are available, we will use LIDAR and aerial photos as a base map, or the City may contract directly with a surveyor (Town & Country) to obtain topographic survey data to more accurately represent the existing conditions. This step will be required before final design and engineering takes place.

Thank you very much for the opportunity!

Sincerely,

A handwritten signature in blue ink, appearing to read "Blake Theisen". The signature is fluid and cursive, written over a white background.

Blake Theisen, PLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 201
Madison, WI 53717

E blake@parkitecture.org
P 608.203.8203

SCOPE OF SERVICES

Conceptual Design

- ◆ **Conceptual Design for the pickleball court complex to include:**
 - Prepare a concept plan for up to two sites (Firemans Park and Veterans Park) with 4-6 courts and supporting site infrastructure such as pedestrian accommodations, drinking fountains, etc.
 - Review conceptual plans with City staff
 - Refine preliminary concepts into one preferred design option
 - Assemble opinion of probable construction costs

OUTCOMES		
Meetings		
#1	Conceptual Plan Review Meeting with Design Team & City Staff	
Document Deliverables		
#1	Preliminary Concept Plans (2)	pdf
#2	Opinion of Probable Costs Estimate	pdf
#3	Final Rendered Concept Plan	pdf

Responsibilities of Owner and Others

The City shall supply Parkitecture with Digital CAD survey of the project site if available. If none are available, a LIDAR/air photo shall be used as a basemap for planning purposes only.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are lump sum by task:

Conceptual Design	\$ 4,325
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The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification to proceed with the scope outlined above. If partial acceptance is requested, provide initials for each line item to be approved.

Accepted by:

Date:

City of Tomah

TERMS AND CONDITIONS

Payment Terms

Progress invoices will be sent monthly or as otherwise discussed for work completed; payment of invoices is due within 30 days after receipt. Parkitecture + Planning (P+P) shall reserve the right to stop work or withhold deliverables until payment is current.

Reimbursable Expenses

Reimbursable expenses will be billed at cost plus five percent (5%) unless otherwise included in the fixed fee. Mileage shall be charged at the current Federal rate unless otherwise included in the fixed fee.

Ownership of Documents

Upon the making of final payment, as required by this Agreement, the Client shall assume ownership of the deliverables as described above. Use of the documents without further involvement of P+P shall be at the sole risk of the Client. The Client shall defend, indemnify and hold harmless P+P, sub-consultants, and the agents, officers, Principals, and employees of each from and against any and all claims, damages, losses, costs and expenses, including but not limited to attorney's fees, costs and expenses incurred in connection with any dispute resolution process, arising out of or resulting from such use of the documents.

Limitation of Liability

In recognition of the relative risks and benefits of the project to both the Client and P+P, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of P+P. This applies to any and all allegations, claims, losses, costs, damages of any nature, or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of P+P shall not exceed the total fee for services rendered under this contract.

Authorization and Notice to Proceed

Signing of this document signifies an agreement to the fees and serves as authorization to commence work. If the terms in this fee proposal are acceptable, please sign and return one a signed copy to P+P.

Schedule

Work provided under this Agreement shall commence upon receipt of a signed copy of this document. P+P shall work with Client to meet specified deadlines within a reasonable expectation.

Client's Responsibilities

Client shall provide P+P with all relevant information for the project including but not limited to program statement, prior design files, subsurface exploration information, utility plans, current survey documents (AutoCAD format), and any other past planning documents. Client will review incremental progress documents and provide feedback to P+P in a timely manner. Client shall bear responsibility for any costs and or loses arising from discovery of unforeseen conditions or inaccuracies of existing condition documents.

STAFF COMMITTEE PREPARATION REPORT

Agenda Item: Smoking in City Parks

Summary and Background Information:

(appropriate documentation attached)-

- Director Protz has received emails and calls regarding the concerns of smoking at Veterans Park Soccer Fields and Parking lot.
- Other community members have mentioned their concerns of smoking on and close to patrons at City Playgrounds.
- Enclosed is the current Ordinance for the City of La Crosse Smoke Free Parks.

Ideas:

- Make Vets Soccer Field and Parking area smoke free
- Make Playgrounds smoke free (Certain distance from play structures?)
- Draft an ordinance regarding smoking in City Parks.

Fiscal Note: Possible cost of signage, would look for donations for signs.

Recommendation: Review and discuss concerns regarding smoking in City Parks

Joe Protz, Director

Date

Other Parks

- Maintenance on equipment and buildings
- Park Clean Ups
- Winnebago Park New Bathroom is open, does need some final things to be completed.
- Finishing up installation of Music Equipment for Rotary Plaza Music Park. Ribbon Cutting scheduled for Tuesday October 3rd at Noon.
- mowing and clearing areas for potential disc golf course on Brownell St.
- Busy shelter season
- Contracts have been signed for new ballfield complex construction to begin in the next few weeks.

RECREATION PROGRAMS

- Fall Programing includes Co Rec Volleyball, Co Rec Softball, Youth Football.
- Working on Fall/Winter Open gyms and programs.
- No Gymnastics this fall due to lack of instructors.

AQUATIC CENTER

Working on fall maintenance and winterization.

RECREATION PARK

- Aug 11th Quinceanera, Sept 2. Wedding. September 15-16 Rotary Cranberry Rumble
- September 20-23 Badger RV rally, September 30th Quinceanera.
- October 7, 14-Wedding, Oct 21st-Medieval Reenactment. Oct 27-29 Gun Show.
- General upkeep and maintenance on buildings
- Continue to work on Lighting replacement project.
- Working with Keller Inc, and Tomah Youth Hockey on rebidding the Ice Center Addition in early November.
- Tomah Youth Hockey are working with the Woodsmen on their inaugural season at the Ice Center.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation