



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, August 31, 2026 at 6:00 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI.**

Call to Order - Roll Call

Approval of the Minutes

1. Approve the July 27, 2026, minutes

Agenda Items

2. Review and recommend approval to apply for Nielson Family Foundation Grant
3. Discussion and possible recommendations on the Tomah Aquatic Center and/or Tomah Recreation Center
4. 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 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, July 27, 2026 at 5:45 PM at City Hall, 819 Superior Ave., Tomah. 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, JoAnn Cram, Bryan Pierce, Scott Brand, and Donna Evans. The following members were absent: Travis Scholze and Dean Peterson.

Also present: Chelsey Van Gundy, Charles Handy, Dan Crego, and Admin. Steve Sarvi.

1. Approval of Minutes of June 1, 2026, regular meeting. Motion by O Moser, second by D Nelson to accept the regular meeting minutes of the June 1, 2026. Motion approved.
2. Review and recommend approval of the 2026-2030 C.O.R.P. Plan. Director Protz provided copies and an overview of the draft plan. Dir. Protz advised they have continued to work on the document and is requesting that the plan be presented to the Common Council for approval. Grants have been received in the past and this plan will assist with the ability to obtain grants in the future. Goals were reviewed. Facebook has been improving to help keep citizens informed. A local group called Friends of Tomah Parks is moving forward to obtain a 501c3 classification to work with volunteers on projects and develop different ways to earn funds for park projects. There is a lot of green space in Tomah available for recreation which is advantageous for marketing the city. A review of the parks was provided. It was requested that updated photos be obtained for the plan. There are several photo options available. The fees and rentals were recently increased and the city will continue to generate additional revenue for the park system. Future cost projections were addressed for each park. Funding sources were discussed. The community has expressed interest in an indoor recreation facility.

Motion by O Moser, second by S Brand to recommend the Common Council approve the 2026-2030 C.O.R.P. Plan with minor corrections following proof reading as well as updating the photos of the park system. Motion passed without negative vote.
3. Parks and Recreation Program Report. Director Protz reviewed the monthly Program report. Staff are cleaning shelters and park bathrooms for rentals, mowing, and getting ready for National Night Out on Aug. 4th at Winnebago Park. The department assisted N.A.S.A. for set up and clean up for Squirrel Fest held on July 11th at Winnebago Park. Summer Special Events are ongoing at Recreation Station including rentals. T-Ball finished on July 15th. Sign up for fall youth football began on July 20th. Other programs continue. The Dept. is working on getting estimates on a feasibility study for the Aquatic Center. General upkeep and maintenance on buildings is occurring at Recreation Park. Recreation Park continues with multiple events (Badger State Rumble Motorcycle, Cat Show, Warrior and Warlords, Blood Dive, Fireworks, etc.) with many more things scheduled in August. The Tomah Ice Center will begin making ice in mid-August. Staff continues working on grounds cleanup to prep for large summer events.
4. Next meeting will be August 24th at 5:45 PM
5. Motion by D Evans, second by O Moser to adjourn. Meeting adjourned at 6:36 p.m. Motion passed.

Respectfully Submitted:

JoAnn Cram, July 27, 2026

COMMISSION MEETING REPORT

Agenda Item: Review and recommend approval to apply for Nielson Family Foundation Grant.

Summary and Background Information:

(appropriate documentation attached)-

Review grant and recommend approving request to replace front glass entry door at Recreation Station.

Fiscal Note:

Recommendation: Discuss and make recommendations.

Joe Protz
Joe Protz, Director

8-31-2026
Date

**NIELSEN FAMILY FOUNDATION
P.O. BOX 725
TOMAH, WISCONSIN 54660
(608)372-3239**

May 13, 2026

VIA EMAIL

Ms. Nicky Jacobs, City Clerk
Mr. Nick Morales, City Administrator
CITY OF TOMAH
819 Superior Avenue
Tomah, Wisconsin 54660

Re: In the Matter of the Nielsen Family Foundation

Dear Ms. Jacobs and Mr. Morales:

I am writing to follow-up our previous communications with respect to the above-referenced Foundation.

Enclosed for your review, please find the Grant Application Form for your use when applying for distributions from the trust. Grant applications shall be submitted on or before September 30th of each calendar year. Grant applications approved, will be awarded and distributed prior to December 31st of each year.

As you recall from our previous correspondence, Section 5.9 of the trust set forth specific provisions regarding the distribution of funds from the trust as follows:

Section 5.9 Nielsen Family Foundation

(a) **Name of Foundation.** The name of the Foundation shall be the Nielsen Family Foundation.

(b) **Statement of Purpose.** It is the settlors' intention that the trust proceeds be used for the benefit of the City of Tomah, primarily for the benefit of the Board of Public Works, Parks and Recreation and the Library. The settlors further direct that the distributions be made for capital improvements to buildings used for the following:

- (1) Capital improvements to buildings, such as new roofs and HVA systems.
- (2) Construction of new buildings for City of Tomah related operations.
- (3) Remodel existing buildings.
- (4) Purchase land for future building sites.
- (5) Utility construction.

Ms. Nicky Jacobs, City Clerk
Mr. Nick Morales, City Administrator
May 13, 2026
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The foregoing are intended as examples of permitted uses and are not intended to be exclusive.

The settlors request, but do not direct that funds be used to purchase real estate near the current Tomah Public Library to be used for the construction of a children's library and to house the Tomah Area Historical Society.

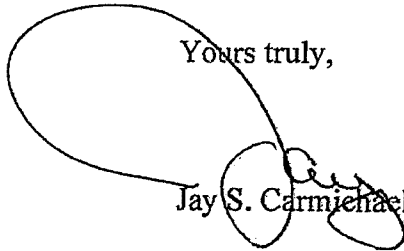
The settlors direct that the trust funds shall not be used for any of the following:

- (1) To pay interest on any City of Tomah obligation.**
- (2) For the purpose of purchasing of equipment, vehicles, computers, machinery, or other tangible personal property or the maintenance thereof.**
- (3) To pay for City of Tomah employees' labor, salaries or employee expenses of City of Tomah employees.**
- (4) Be distributed to any organization not a subsidiary or affiliate of the City of Tomah.**

The settlors request, but do not direct, that a plaque or similar device be posted in the City Hall listing the projects which were made possible by the Foundation funds for the previous five years or more.

The next meeting of the trustees of the Foundation will be at 2:30 p.m. on July 8, 2026, at the offices of Carmichael & Quartemont, S.C., 916 Oak Street, Tomah. If you would like to have a city representative attend the meeting to discuss any questions you may have, please advise the undersigned by email or telephone that you wish to attend and the name of the party attending. If you elect to attend, you will be at the top of the agenda after the meeting is called to order.

Yours truly,



Jay S. Carmichael, Secretary

JSC:tas

Enclosure

cc: Mr. David Nielsen
Dr. Christine Jacobsen
(via email)

THE NIELSEN FAMILY FOUNDATION GRANT APPLICATION FORM

I. THE APPLICANT

- A. Name: City of Tomah
- B. List the following:
 - (i) The name of the person(s) or committee responsible for requesting this grant application;
 - (ii) Title, telephone, fax and email address of the party responsible.

II. THE PROJECT

- A. Describe your proposed project, including the following:
 - (i) The purpose and goals of your project;
 - (ii) The total cost of the project;
 - (iii) How the total project cost was determined;
 - (iv) The source of other funds, if required;
 - (v) What assurances exist that any other funds required will be received;
 - (vi) Describe those served by the project;
 - (vii) The timeline for the project - when the project will begin and when it will be completed;
 - (viii) A description of how the project will be funded in future years, if applicable.

Grant distribution guidelines and requirements are listed on page 3.

STATEMENT FROM APPLICANT

The undersigned, the duly appointed and acting Clerk of the City of Tomah, does hereby certify that the information provided in this grant application is accurate and complete to the best of applicant's ability and knowledge. I further acknowledge that if awarded a grant from the Nielsen Family Foundation, the City of Tomah will provide certification to the Nielsen Family Foundation that the funds have been used for the

purposes for which the grant was awarded. The undersigned will make this certification within the time specified in the grant. I certify that this application has been authorized by the common council of the City of Tomah.

CITY OF TOMAH

By: _____
Name Printed: _____
City Clerk
Date: _____

GRANT DISTRIBUTION REQUIREMENTS AND GUIDELINES

Trust Provisions Regarding Distributions

Statement of Purpose. It is the settlors' intention that the trust proceeds be used for the benefit of the City of Tomah, primarily for the benefit of the Board of Public Works, Parks and Recreation and the Library. The settlors further direct that the distributions be made for capital improvements to buildings used for the following:

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The settlors request, but do not direct, that a plaque or similar device be posted in the City Hall listing the projects which were made possible by the Foundation funds for the previous five years or more.

Guidelines

Application Procedure: Grant applications shall be submitted on or before September 30th of each calendar year. Grant applications approved will be awarded and distributed prior to December 31st of each year.

Required Documents:

1. Program Budget for each project or use for which you are requesting support.
2. Completed Application for each distribution request.

8/24/2026 10:25 AM

Project Name: DJK-Tomah Glass City of Tomah MP29209-26

Frame Set Name: Frame Set 1

Frame Name: Frame 1

Metal Group: *MPG NEW T14000 CG/SS/OG STOPS UP

D/S: 1 Frame Type: Standard

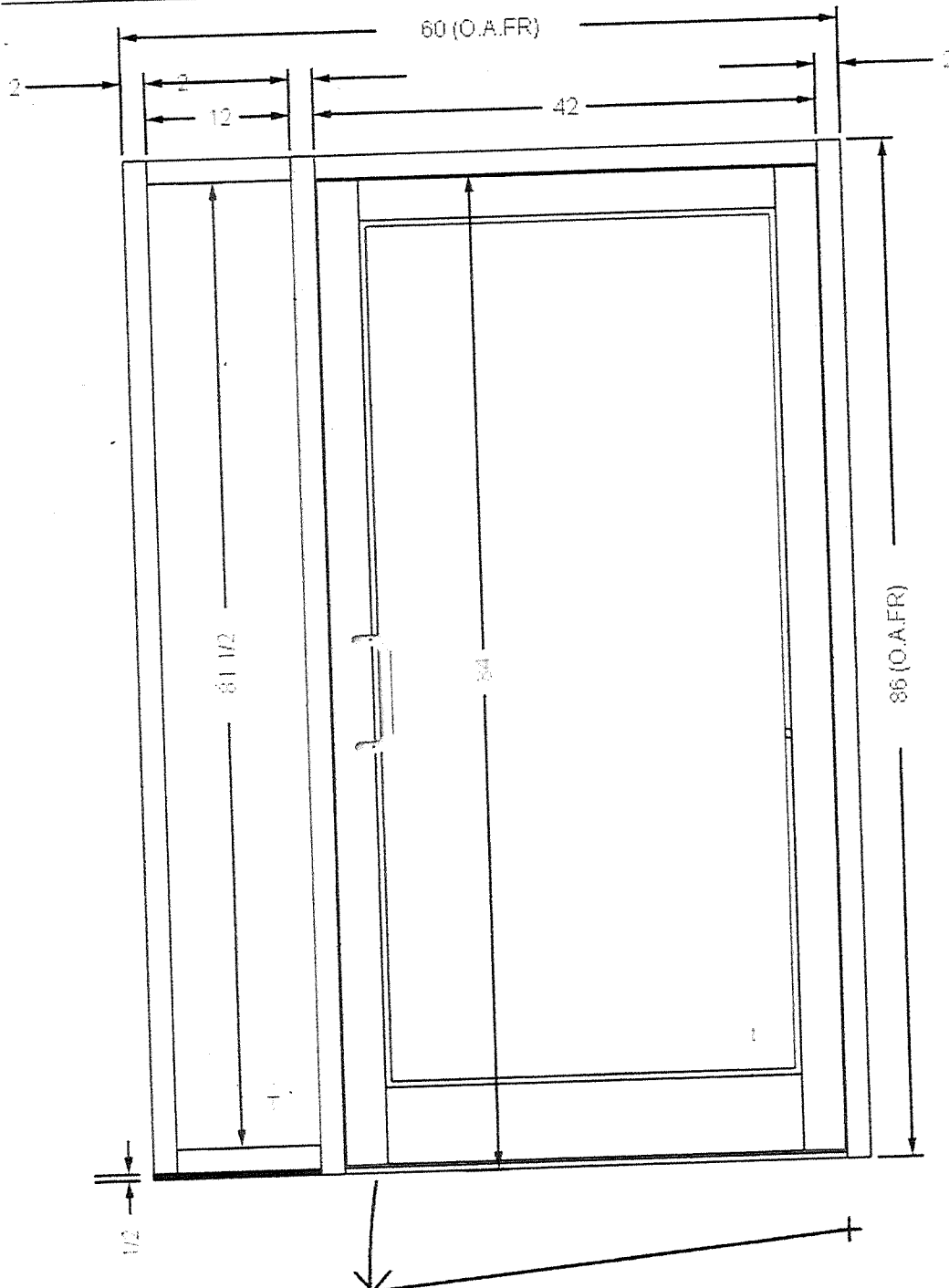
Required: 1 Panels: 2 Rows: 1

Frame Width: 60

Frame Height: 86

Back Member Color: C2 CLEAR : ANODIZED

Face Member Color: C2 CLEAR : ANODIZED



COMMISSION MEETING REPORT

Agenda Item: Discussion and possible recommendations on the Tomah Aquatic Center and/or Tomah Recreation Center

Summary and Background Information:

(appropriate documentation attached) -

Discuss potential options regarding the Current Tomah Aquatic Center and potential future Tomah Recreational Center
Director Protz will provide more information at the meeting.

Fiscal Note:

Recommendation: Discuss and make recommendations.

Joe Protz
Joe Protz, Director

8-31-2026
Date

Other Parks

- Cleaning Parks Shelters for rentals and summer activities
- Mowing all parks and blvds..
- Cleaning Park Bathrooms
- Assisted with National Night Out at Winnebago Park on August 4th.

RECREATION PROGRAMS

- Special Events continue at Recreation Station
- Recreation Station rentals June (3), July (9), August (8)
- Arts and Crafts Camps and Create and Play continued
- Adult Co Rec Softball started on August 26th.
- Youth football began on August 25th with 160 participants.
- Co Rec Volleyball Sign up continues.

AQUATIC CENTER

- Working on getting estimates on feasibility.

RECREATION PARK

- August-1 Quincineara, 8 Quincineara, 14-15 Feed My Starving Children, 22 Wedding, 29 Wedding
- September- 12 Rotary Block Party, 19 Reptile Show
- General upkeep, and maintenance on buildings
- Tomah Ice Center has Ice and Wisconsin Woodsmen began activity
- Continue grounds clean from large summer events.

Joe Protz

Joe Protz
Director Tomah Parks and Recreation