



AGENDA FOR PARKS AND RECREATION COMMISSION

A Parks and Recreation Commission meeting will be held on
Monday, September 28, 2026 at 5:45 PM
in the **Council Chambers at City Hall, 819 Superior Avenue, Tomah, WI..**

Call to Order - Roll Call

Approval of the Minutes

1. August 31, 2026, Minutes

Agenda Items

2. Review the Cost Guidance Summary for the proposed indoor recreation facility and consider possible action.
3. Tomah Aquatic Center Update and Possible Action
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, August 31, 2026 at 6:00 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, Dean Peterson, Travis Scholze, and Donna Evans. The following members were absent: None.

Also present: Eric Roellig and Admin. Steve Sarvi.

1. Approval of Minutes of July 27, 2026, regular meeting. Motion by O Moser, second by D Evans to accept the regular meeting minutes of the July 27, 2026. Motion approved.
2. Review and Recommend Approval to Apply for Nielsen Family Foundation Grant. Grant applications are due by September 30th each year. Dir. Protz is requesting approval to apply for a replacement door for Recreation Station at a cost of \$4,500. The current door has been in place since 1974.

Motion by D Peterson, second by D Nelsen to recommend the Common Council authorize Dir. Protz to submit a grant application to the Nielsen Family Foundation requesting \$4,500 to purchase and install a new door at Recreation Station. Motion approved.

3. Discussion and Possible Recommendations on the Tomah Aquatic Center and/or Tomah Recreation Center. Potential options were discussed regarding the current Tomah Aquatic Center and the future of the proposed Tomah Recreation Center. Due to the leaks within the pool, the analysis of the pool would benefit from having a geotechnical engineer provide a soils analysis and a ground penetrating radar study at the existing facility. A full study would develop options to consider complete replacement of the pool with a basic rectangular pool and/or a new zero-entry pool, partial replacement by removing and replacing the deep end/lane area of the pool, and decommission of the facility and installation of pickleball courts. The main objectives of the full study were to: 1. Verify the current condition of the facility. 2. Develop concepts for renovations and additions to the facility. 3. Develop costs, timelines, and operational impacts for concepts. 4. Build consensus among the pool committee or city council on the priority of repairs and renovations for the aquatic facility. The cost of the full study is approximately \$30,000. Dir. Protz suggested that the City continue first with a soil analysis and ground penetrating radar study at the existing facility prior to authorizing a full study with all the proposed steps. It is estimated that the cost for this portion of the study would be between \$2,000 and \$5,000.

Motion by T Scholze, second by O Moser to authorize Dir. Protz to submit proposals to hire a geotechnical engineer to provide a soils analysis and ground penetrating radar study at a cost not to exceed \$5,000. Motion passed.

Dir. Protz gave an overview on moving forward with the site plan for the Tomah Rec Center. Is the community more focused on an indoor pool or an indoor Rec Center? Can the community support both? In addition, basketball courts would be built plus an indoor walking track around the gym. A layout of the proposed Tomah Rec Center was presented. Dir. Protz suggested doing a survey to determine what the community would like to see. The construction will be done in multiple phases. Does the Commission like the proposed layout and the flow of the building? From there we can determine the cost for each phase followed by a community survey to determine the support for the project to include funding. The center could be a multi-use facility that would serve a large portion of the population. Operational costs would have to be discussed to determine what would be needed for staffing purposes. It was the consensus to first determine what the potential costs would be for construction. The consensus of the Commission members was good as to the size of the building. Potential costs for each phase should be determined for further discussion in September to see where we're at. A scope of work will be prepared for the Commission to review.

4. Parks and Recreation Program Report. Director Protz reviewed the monthly Program report. Staff are cleaning shelters and rentals, and summer activities. Recreation programs continue to include Adult Co Rec Softball, Co Rec Volleyball, and youth football. Dir. Protz is working on getting estimates on feasibility for the Aquatic Center. Recreation Park continues with multiple events to include the Rotary Block Party and a Reptile Show. The Tomah Ice Center has ice and WI Woodsmen began activity. Staff continues working on grounds cleanup from large summer events.
5. Next meeting will be September 28th at 5:45 PM
6. Motion by D Peterson, second by T Scholze to adjourn. Meeting adjourned at 6:31 p.m. Motion passed.

Respectfully Submitted:

JoAnn Cram, August 31, 2026

COMMISSION MEETING REPORT

Agenda Item: Review the Cost Guidance Summary for the proposed indoor recreation facility and consider possible action.

Summary and Background

Supporting documentation is attached.

Possible Actions (including, but not limited to):

- Take the matter under advisement and return it next month for further discussion.
- Recommend a course of action to the City Council.

Fiscal Impact:

Recommendation: Discuss the Cost Guidance Summary and determine the commission's recommended next step.

Joe Protz
Joe Protz, Director

9-24-2026
Date

September 23, 2026

Joe Protz
Director of Tomah Parks and Recreation
City of Tomah
316 Arthur Street
Tomah, WI 54660
608.374.7445; jprotz@tomahwi.gov

Re: Cost Guidance Summary
Tomah Rec Center
Flare Ave, Tomah, WI 54660

Dear Mr. Protz,

This letter is regarding the forthcoming Tomah Rec Center project located on City owned property on Flare Ave immediately West of the baseball fields in Tomah, WI. Per your request, DBS Group has developed a cost guidance summary for design and construction improvements associated with this project, with costs based upon verbal discussions and the conceptual plans provided by DBS Group.

Specific inclusions include, but are not limited, to the following:

- Complete planning, design & engineering services (civil, structural, architectural, fire protection, plumbing, HVAC, electrical, and aquatic).
 - Note – Includes plan review fees & permits.
- Preconstruction services, including plan reviews, design coordination, approval agency coordination, and vendor bidding.
- General Conditions, including Project Supervision, Project Management, and Temp. Facilities.
- Site and Building improvement work for a single-story, steel-framed, structurally-sloped, flat-roof structure, for a new Rec Center Facility totaling 108,714 sf (Option 1: Gymnasium and Support Spaces totaling 45,055 sf and an Aquatic Center totaling 34,652 sf, and Option 2: Additional Gymnasium and Support Spaces totaling 34,652 sf)
 - Note – Site improvements include all grading and excavation, utilities, concrete pavement, asphalt pavement, landscaping, site lighting, and signage.
 - Note – Building exterior includes precast concrete wall panels at the gymnasiums and aquatic center and all remaining spaces include steel stud framing with drywall/insulation/dens glass/air barrier, 4' masonry wainscotting with metal panels above, aluminum windows, and a fully-adhered EPDM roof.
 - Note – Building interior includes 8" non-bearing CMU walls for all locker rooms and the remaining spaces include steel studs with 5/8" drywall both sides and batt insulation, carpet in all offices and vestibules, ceramic tile in all restrooms/toilets and pool deck areas, wood flooring in all gymnasiums, and LVT flooring in all other spaces, ACT ceilings in all spaces except the gymnasiums, paint on all drywall/CMU/exposed steel surfaces.
 - Note – The gymnasiums include all athletic equipment (backstops, gym dividers, scoreboards, volleyball nets, etc.), bleachers, and floor markings.

- Note – Kitchen includes all equipment (stove, range, hoods, refrigerator, prep tables, etc.)
- Note – A wet sprinkler system is included throughout the facility.
- Note – Pool scope includes an 8-lane competition pool, diving well, (2) therapy pools, and (1) small pool and is inclusive of all structures, mechanical equipment, water features, and pool equipment.
- Note – Plumbing system to include piping and fixtures for kitchen, restrooms, and locker rooms as well as all pool/aquatic needs.
- Note – HVAC system to include heating and cooling of as spaces including dehumidification of the aquatic facility.
- Note – Electrical system includes new service, all panels, wiring, receptacles, fixtures, data cabling, and fire alarm.
- An allowance for winter conditions is included.
 - \$200,000 is included for option 1 and \$25,000 is included for option 2.
- Soft costs include an allowance for owner furnished FF&E and equipment, 5% design contingency, 5% construction contingency, and 3% escalation/inflation.
 - Owner furnished FF&E and equipment: \$350,000 is included for phase 1A, \$50,000 for phase 1B, and \$50,000 for phase 2.
- Performance and payment bonds.
- Assumption that utilities (water, sanitary sewer, fire protection, electric, and natural gas) can be extended from the existing facility or from adjacent streets.
- Assumption that design, permitting/plan approvals, vendor bidding, and procurement will be completed such that construction can begin no later than Spring 2028.

Specific exclusions are listed as follows:

- Geotechnical borings.
- Environmental work, including testing or removal of hazardous materials from the site.
- Builders Risk Insurance.
- Land costs and land development fees.
- Sanitary Sewer Access Charges (S.A.C.), Water Access Charges (W.A.C.), utility impact fees and/or other municipal assessments.
- Unsuitable soils remediation, including rock blasting/removal and/or dewatering.
- Labor overtime premiums and/or schedule acceleration costs.
- Landscape irrigation, watering or maintenance after building substantial completion.
- Security devices, door access, PA systems, or any other sort of communications or security equipment.
- Wetland delineation and/or mitigation.
- Commissioning or LEED Accreditation.
- Emergency generator.

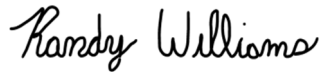
Estimated Design and Construction:

- Option 1 – Phase 1 Gymnasium and Aquatic Facility: **\$40,073,924.00**
 - Phase 1A Breakout: Gymnasium: **\$19,748,876.00**
 - Phase 1B Breakout: Aquatic Facility: **\$20,325,048.00**
- Option 2 – Phase 2 Additional Gymnasium: **\$9,725,077.00**

Please be advised that the cost guidance summary information is conceptual in nature, and the purpose of providing this information is to determine financial feasibility for decision-making purposes regarding the next steps for this project. More detailed budget information can be developed once additional programming and design information has been developed. Please note that the project pricing assumes any selected optional work will be incorporated into the Phase 1 scope and completed concurrently with the Phase 1 construction. Optional items are not priced or scheduled for implementation at a later date. Accordingly, decisions regarding optional work should be made early in the project to allow for appropriate coordination, design, permitting, procurement, and construction.

We appreciate the opportunity to provide you with this information, and we look forward to the opportunity to serve the City of Tomah on this forthcoming project.

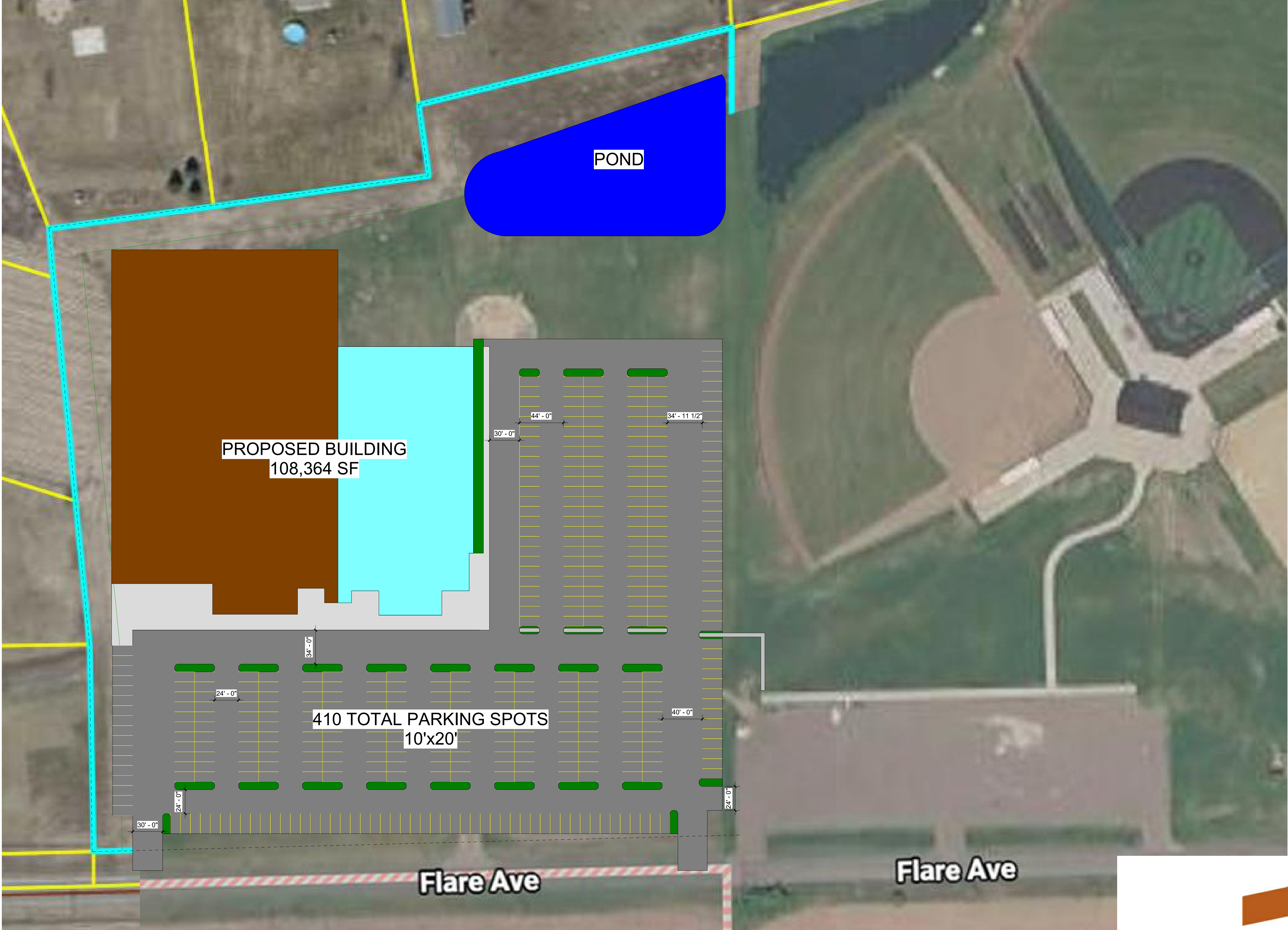
Sincerely,



Randy Williams, Preconstruction Manager
DBS Group, LLC

Cc: Chris Walters, President

Tomah Rec Center



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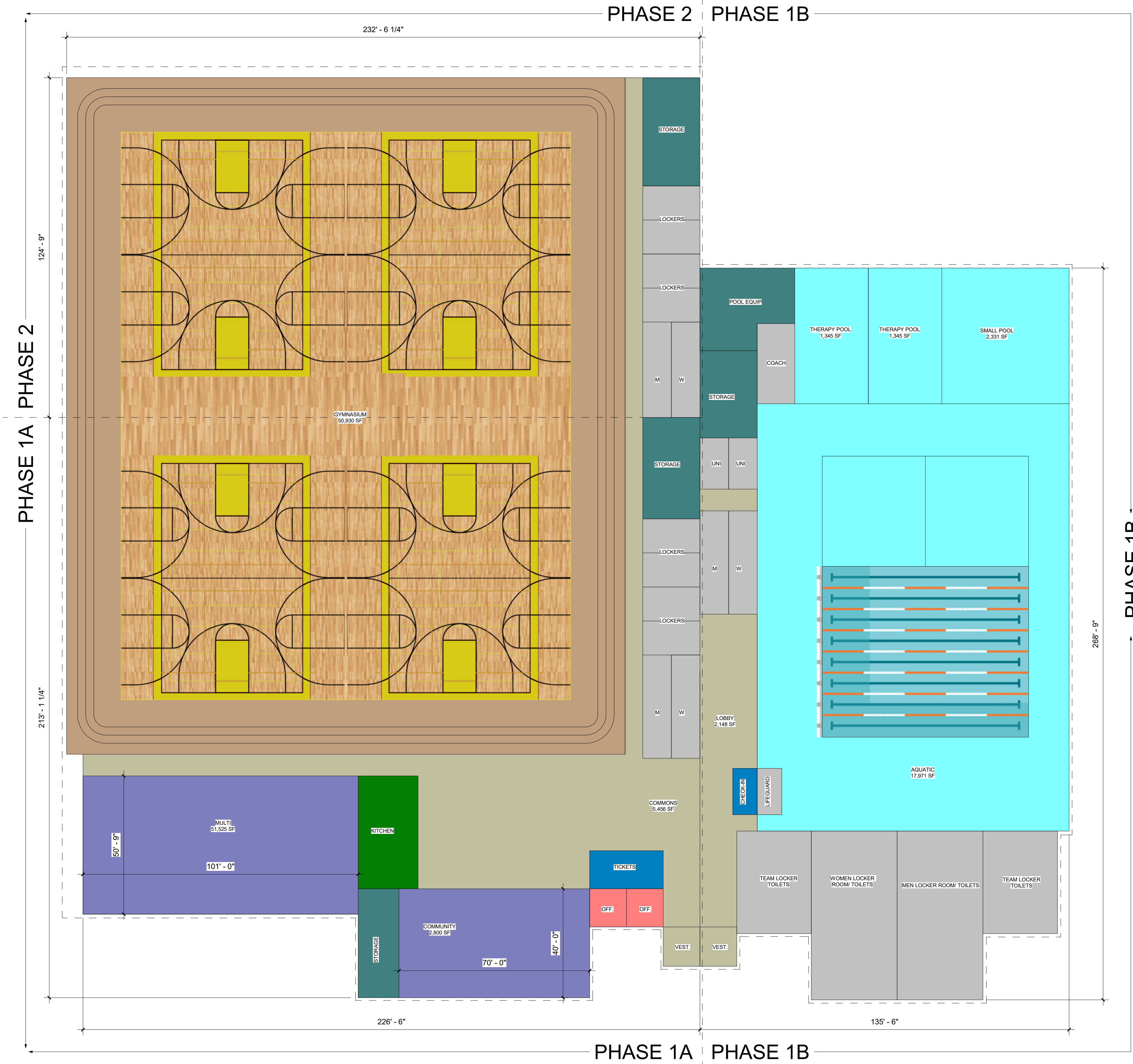
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1 SITE PLAN
A-001 1" = 50'-0"



Tomah Rec Center

108,714 SF
TOTAL BUILDING SIZE



1 FLOOR PLAN OVERALL
A-002 3/64" = 1'-0"

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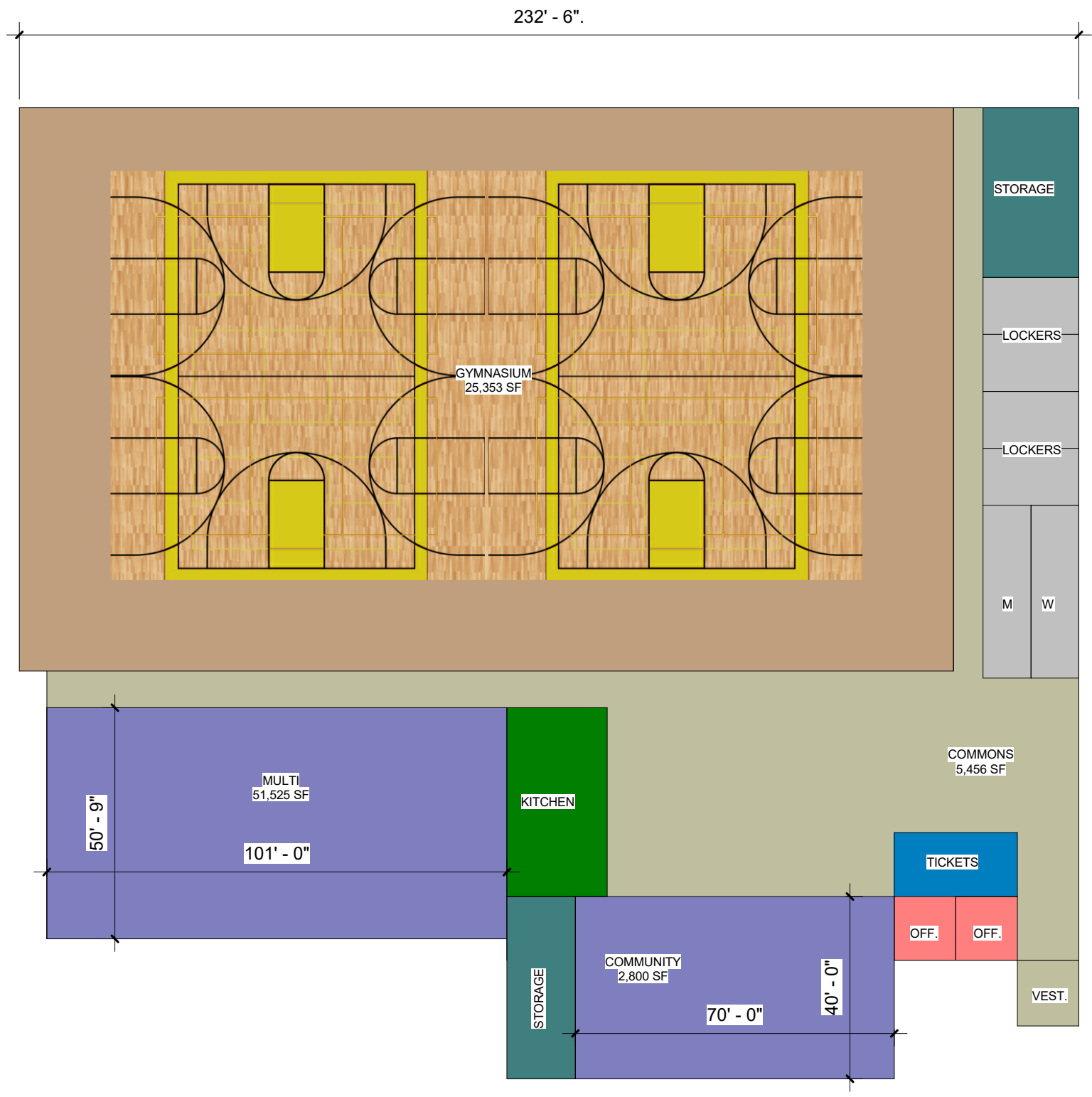


08/31/2026

Tomah Rec Center

45,055 SF
PHASE SIZE

Item 5.



PHASE 1A

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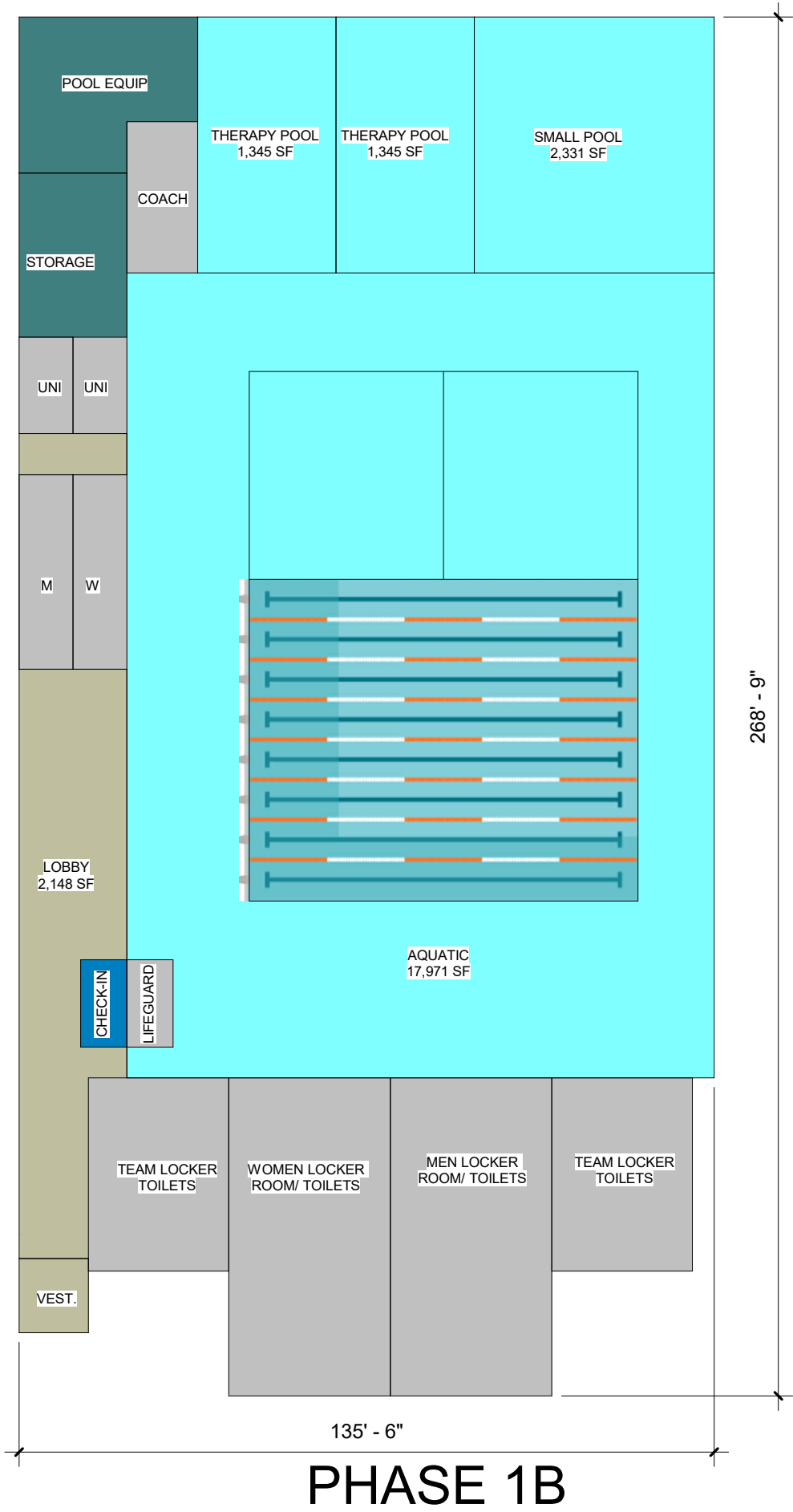
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1 FLOOR PLAN PHASE 1A
A-003 1" = 30'-0"



Tomah Rec Center

34,652 SF
PHASE SIZE



1 FLOOR PLAN PHASE 1B
A-004 1" = 30'-0"

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NORTH

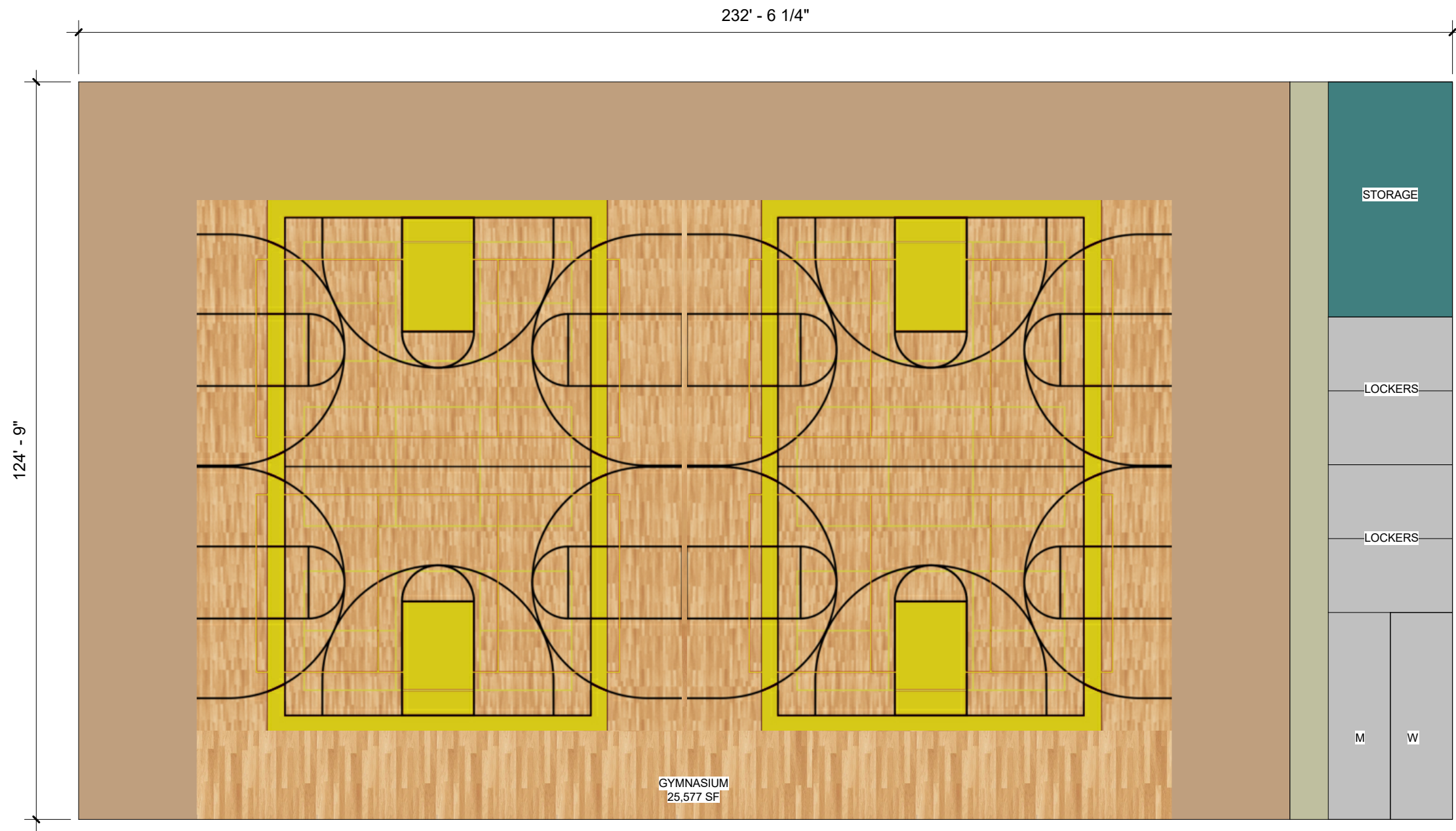


08/31/2026

Tomah Rec Center

29,007 S.
PHASE SIZE

Item 5.



PHASE 2

1 FLOOR PLAN PHASE 2
A-005 3/64" = 1'-0"

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COMMISSION MEETING REPORT

Agenda Item: Tomah Aquatic Center Update and Possible Action

Summary and Background

Supporting documentation is attached.

Director Protz consulted geotechnical boring specialists and the City Engineer, who recommended monitoring the water table throughout the spring. While awaiting cost proposals, City staff are using the manhole and groundwater pumps to track groundwater levels. The latest reading shows the water table at 11 feet 5 inches, compared with 12 feet 9 inches at the pool's deep-end vessel.

Industry sources estimate that modern aquatic facilities cost approximately \$488-\$681 per square foot, depending on their features and complexity.

Estimated Costs by Facility Type (based on the current size of the Tomah Aquatic Center)

- **Basic community pool:** \$1.8 million-\$3.2 million
- **Modern aquatic center:** \$3.5 million-\$5.0 million, including slides, a splash pad, and a lazy river
- **Destination-style aquatic center:** \$5.0 million-\$7.0 million, including multiple attractions

Fiscal Impact:

Recommendation: Discuss the update and take action as appropriate.

Joe Protz
Joe Protz, Director

9-22-2026
Date

Other Park Operations

- Prepare and clean park shelters for rentals
- Mow parks and boulevards.
- Maintain clean park restrooms.
- Start fall tree planting in late September and early October.
- Ready fields for youth football and soccer.

Recreation Activities

- Recreation Station continues to host special events.
- Recreation Station rentals totaled 3 in June, 9 in July, and 8 in August.
- Arts and Crafts and Create and Play programs continued.
- Adult co-rec softball began on August 26 with five teams.
- Youth football started August 25 with 160 participants.
- Co-rec volleyball began on September 13 with 16 teams.
- Develop winter programs.

Aquatic Center Planning

- Soil and geological testing proposals are pending.

Recreation Park Operations

- **August events:** Quinceañeras on August 1 and 8; Feed My Starving Children on August 14–15; weddings on August 22 and 29.
- **September events:** Rotary Block Party on September 12; Reptile Show on September 19.
- **October events:** Weddings in the Exhibit and Recreation buildings on October 3; Polaris Group on October 10; wedding on October 17; Gun Show on October 23–25; Halloween Party on October 31.
- Complete routine building upkeep and maintenance.
- Ice is installed at the Tomah Ice Center, and Wisconsin Woodsmen activities are underway.
- Maintain the grounds and buildings.