



**PARKS, RECREATION & FORESTRY COMMISSION MEETING - SPECIAL AGENDA**

**MONDAY, JUNE 02, 2025 AT 4:30 PM**

**514 S. FIRST STREET, WATERTOWN, WI 53094 - FIRST FLOOR, CONLEY HALL**

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Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

**1. CALL TO ORDER**

**2. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**3. BUSINESS**

A. Review and discuss: parks and open spaces plan

B. Review and take possible action: tennis courts

**4. ADJOURNMENT**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

# MEMO

## Parks, Recreation, and Forestry Department

To: Parks, Recreation, and Forestry Commission

From: Kristine Butteris, Director of Parks, Recreation, and Forestry

Date: 5/28/2025

Subject: Tennis Court Decision

### Background

On February 7<sup>th</sup>, I received a text message from Jeff, the park supervisor, that the tennis courts to the north had severe wind damage. He contacted Mark Stevens, the Finance Director, to document the damage and provide next steps. Jeff then met with the insurance adjuster a week or so later at the site to assess the damage. After a few months of discussion between myself and the insurance adjuster, the insurance company decided that they would pay for one of the five courts. Since all five courts are damaged and the system that is in place needs to be laid as one continuous membrane, we will need to move to an RFP process. This, if approved, will allow us to replace all five courts together.

### Budget Goal

Maintains a safe and healthy community, with an eye toward future needs and trends

Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity

### Financial Impact

Since this was caused by a wind event, there will be some financial burden. \$46,420 is the amount paid from the insurance company for one court. \$158,080 is the approximate cost for the additional four courts. We will be using \$75,000 from the playground replacement placeholder for this year as well as the \$20,000 from the irrigation placeholder for Brandt-Quirk diamonds, leaving a remainder of \$63,080 to be accounted for.

### Recommendation

We would like to move forward with the RFP process to get all five tennis courts replaced together as the product highly recommends.

# MEMO

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Motion: Move to recommend approval of RFP process to replace the north five tennis courts at Brandt-Quirk Park.