

## **PARKS, RECREATION & FORESTRY COMMISSION - SPECIAL**

### **MINUTES**

Friday, November 22, 2024

#### **1. Call to order**

The Watertown Parks, Recreation & Forestry Commission met in person on November 22, 2024. The meeting was called to order by Brad Clark. Members present: Emily Lessner, Kyle Krueger, Ald. Jonathan Lampe, Julie Chapman, Brad Clark. Not present: Brian Kon, Jennifer Clayton. Also present: Kristine Butteris.

#### **2. Business**

##### **A. Review and Approve: RFP for Parks and Open Spaces Plan**

Kristine Butteris discussed all proposals and listed the top three (HKGi, Rinka, and MSA) from the review committee consisting of Kristine, Jonathan, and Kyle with use of the RFP Evaluation Form. HKGi came in the first spot based on the average of all of our scores. Scores based on Quality, Approach, and Organization. Cost was not taken into consideration.

Kyle Krueger motioned to approve the HKGi proposal. Julie Chapman seconded. Motion carried.

#### **3. Adjournment**

Brad Clark motioned to adjourn the meeting. Ald. Jonathan Lampe seconded. Motion carried.