

City of Franklin  
Parks Commission Meeting  
February 12, 2024  
Minutes

Approved  
March 11, 2024

**I. Call to Order and Roll Call**

Vice Chair Karen Malecki called the February 12, 2024, Parks Commission meeting to order at 6:30 p.m. commencing in the Common Council Chambers at Franklin City Hall at 9229 W. Loomis Road, Franklin, Wisconsin.

Present was Vice Chair Karen Malecki, Commissioners Mary Remington, Kristen Stanley, and Susan Lance. Present was Principal Planner Marion Ecks, City Engineer Glen Morrow, Department of Public Works Dale Borchardt and City Arborist Tom Riha. Excused was Chair Michael Wrench, Absent were Alderwoman Courtney Day and Ex-Officio Michelle Runte.

- II. Citizen Comment Period.** Franklin resident Tina Raduege of 4421 W. Central Ave provided comments regarding the denial of her request for the use of Pickleball Courts at Pleasant View Park. Ms. Raduege contacted the recreation department regarding adding additional court sessions for advanced players. Accommodations were unable to be met. Courts at Pleasant View Park were allowed for reservations on Wednesday nights in summer, 2023. Suggested to charge a nominal fee for court rentals.

**III. Approval of Minutes – Regular meeting of January 8, 2024**

Commissioner Remington moved and Commissioner Stanley seconded to approve the minutes of the January 8, 2024 meeting. On voice vote, all voted ‘aye’; motion carried 4-0-2.

**IV. Unfinished Business**

- A. Update on parks maintenance.** Trees have been cleaned up that were downed during the recent storm. There has been more traffic at Kayla’s playground. A ‘pre-bid’ is going in on February 21, 2024 for the resurfacing of Kayla’s playground. Shut down of the playground for resurfacing is tentatively scheduled for June. City Engineer Morrow reviewed a handout regarding the expansion of the Cascade Creek and River Terrace trails. Discussion only, no action taken.
- B. Park Pavilion Use. Draft ordinance to add Municipal Code Section 183-48D. to prohibit use of City park pavilions without proper authorization.** City Engineer Morrow submitted comments from the January meeting to the City Attorney. The City Attorney opposed the suggestion of asking for identification. As a result, this item removed. **Added** to the request for Council Action was the following: D. Use of Pavilions not in accordance with the posted signage is prohibited. Those without reservations may be asked by the City to vacate the premises and citations may be issued for Ordinance violation. Commissioner Lance asked that the language be updated to state: Those ‘with or without’ reservations may be asked by the City to vacate the premises and citations may be issued for Ordinance violation.

Commissioner Lance moved and Commissioner Remington seconded to approve the language. Vice Chair Malecki and Commissioner Stanley abstained from the vote as they were concerned that the language is too vague. Commissioner Stanley to send her concerns via email to Principal Planner Ecks who will forward to Gail Olsen and Commissioner Lance.

**C. Park Facilities Reservations and Permitting Policies. Discussion of reservation policies for league sports and other groups, fees, rules, and policies for parks.** Demand is high for pickleball court reservations and complaints are being received regarding availability. Currently only baseball diamonds may be reserved on a short-term basis. The Franklin Recreation Department is the only City pay for play option. Reservation software is not in the budget until 2025. **Principal Planner Ecks provided verbiage for an interim process:**

- Pickleball and tennis court facilities are not reservable by the general public. Courts will be available on a first-come, first-served basis. League reservation requests for organized group play must come from an established community organization whose membership is open to the general public.
- Court facilities may be reserved for private events as part of a pavilion rental, subject to approval by the Parks Commission.

Commissioner Stanley moved and Commissioner Remington seconded to approve the language, after review from Legal, with addition of amended language around reserving courts for single use at private events, with a recommendation the City Attorney revises the language. On voice vote, all voted 'aye'; motion carried 4-0-2.

- i. Pickleball Facility Reservation Policy.** The Franklin Recreation Department is not an option to collect fees for the City. The City should look to implement a policy when software is available and research how other cities are reserving their courts. Vice-Chair Malecki provided a 'draft' hand out on rental fees at pavilions for a decreased cost during non-prime times and for shorter periods of time. This item was tabled. Discussion only, no action taken.

**D. Department Director & Policy overview for Commission** Principal Planner Ecks is reviewing administrative tasks of different City departments and their staffing levels. Some suggestions: possible reallocation of duties, need for central point of contact. At next meeting, discuss recommendation of a department director or manager be added to the budget. This would be a City paid position and would need a job description and personnel addition. Discussion only, no action taken.

**E. 2023 and 2024 Budget. Parks Commission requests for information on park finances.**

Principal Planner Ecks reported that a CIP sheet has been submitted to the finance department. There will be a full budget discussion at some point. Previous recommendations were not presented to Common Council due to lack in staff. The number of parks/trails in the City has increased but staffing in Department of Public Works has not. Tom Riha, Department of Public Works Arborist, was present. Commissioner Stanley commented that she would help create a visual of the increase in number of parks with no increase in the parks staff. Discussion only, no action taken.

**F. Parks Marketing Materials. Park amenities donation policy and Parks marketing materials including maps, pamphlets, etc.** Park materials created by Vice-Chair Malecki were presented to Common Council and positive feedback was provided. Funding was not received for printing. Tourism commission should be approached about a printing effort. Vice-Chair Malecki will attend the February 21, 2024 Tourism Commission meeting. It was requested that a park list be displayed in the cases at each park. Vice-Chair Malecki received estimates for printing park rental packets. It was suggested to look at marketing for printing needs in 2025. Vice Chair Malecki reached out to the House of Correction but has not received information on printing costs of the city newsletter, however she is getting more quotes. Discussion only, no action taken.

**G. Franklin High School Pickleball Club –Resident David Hust request to reserve the pickleball courts at Pleasant View Park, located at 4620 W Evergreen St. for Pickleball Club programs. Requested dates are for Tuesdays and Friday afternoons, 3:00 p.m. to 4:30 p.m. from March 1, 2024 to June 10, 2024.** This group has been meeting for multi purposes at Franklin High School. There are approximately 50 members. The requestor was not present for discussion. He will be recontacted by Principal Planner Ecks to attend the March meeting. Discussion only, no action taken.

**H. Franklin Recreation Department Pickleball Leagues – Updated Request. Franklin School District Community Education and Recreation Department’s request to extend approved time to 12:00 p.m.** Franklin Recreation Department Manager, Leah Voss was present. The request should state to extend time from 8:00 a.m. - 12:30 p.m. on Saturday mornings.

Commissioner Lance moved and Commissioner Remington seconded to approve the request to extend approved time to 12:30 p.m.. On voice vote, all voted ‘aye’; motion carried 4-0-2.

## V. New Business

**A. Senior Pickleball Leagues. Franklin resident Sam Crisci request to reserve pickleball courts at Lion Legend Park, located at 8032 S Legend Dr., for resident pickleball leagues. Requested dates are for Monday through Friday mornings 9:30 a.m. to an unspecified time, May 13 through October 14, 2024.** Mr. Crisci has annually reserved Pickleball courts at Vernon Barg for the last couple of years. Based on the newly discussed language, pickleball and tennis court facilities are not reservable by the general public. Courts will be available on a first-come, first-serve basis. League reservation requests for organized group play must come from an established community organization whose membership is open to the general public. Court facilitates may be reserved for private events as part of a pavilion rental, subject to approval by the Parks Commission.

Commissioner Stanley moved and Commissioner Remington seconded to deny the requested dates for Monday through Friday mornings 9:30 a.m. to an unspecified time, May 13 through October 14, 2024. On voice vote all voted ‘aye’; motion carried 4-0-2.

**B. Resident Pickleball Leagues. Franklin resident David Newscom request to reserve three (3) pickleball courts at Pleasant View Park, located at 4620 W. Evergreen St., for resident pickleball leagues. Requested dates are for Monday through Friday mornings 7:30 a.m. to 10:30 a.m., May through September 2024.** Based on newly discussed language, pickleball and tennis court facilities are not reservable by the general public. Courts will be available on a first-come, first-serve basis. League reservation requests for organized group play must come from an established community organization whose membership is open to the general public. Court facilitates may be reserved for private events as part of a pavilion rental, subject to approval by the Parks Commission.

Commissioner Stanley moved and Commissioner Remington seconded to deny the request to reserve three (3) pickleball courts at Pleasant View Park, located at 4620 W. Evergreen St., for resident pickleball leagues. Requested dates are for Monday through Friday mornings 7:30 a.m. to 10:30 a.m., May through September 2024. On voice vote, all voted ‘aye’; motion carried 4-0-2.

**C. Resident Pickleball Leagues. Residents Steve Boll and Pat Harris request to reserve the pickleball courts at Pleasant View Park, located at 4620 W Evergreen St, for resident pickleball leagues. Requested dates are for Wednesday evenings, 5:30 p.m. to 7:30 p.m.,**

**March through October 2024.** Based on newly discussed language: pickleball and tennis court facilities are not reservable by the general public. Courts will be available on a first-come, first-serve basis. League reservation requests for organized group play must come from an established community organization whose membership is open to the general public. Court facilities may be reserved for private events as part of a pavilion rental, subject to approval by the Parks Commission.

Commissioner Stanley moved and Commissioner Remington seconded to deny the request to reserve the pickleball courts at Pleasant View Park, located at 4620 W. Evergreen St., for resident pickleball leagues. Requested dates are for Wednesday evenings, 5:30 p.m. to 7:30 p.m., March through October 2024. On voice vote all voted 'aye'; motion carried 4-0-2.

- D. Ex Officio Representation of Franklin Education and Recreation Department. Proposal to add an Ex Officio member to provide information to the Commission about, and assist in coordinating with, the Franklin Public Schools Education and Recreation Department. Facility and Recreation Manager, Leah Voss, will attend the meeting on behalf of the Recreation Department.** This request would require Common Council approval to help with coordination. It was agreed that a representative from the recreation department would be beneficial in coordination of events.

Vice Chair Malecki moved and Commissioner Lance seconded to approve the proposal to add a Ex Officio member to provide information to the Commission about and assist in coordinating with the Franklin Public Schools Education and Recreation Department. Facility and Recreation Manager, Leah Voss, will attend the meeting on behalf of the Recreation Department. On voice vote, all voted 'aye'; motion carried 4-0-2.

- V. Adjournment.** Commissioner Remington moved and Commissioner Lance seconded to adjourn the meeting at 8:43 p.m.. On voice vote, all voted 'aye'; motion carried 4-0-2.