

**CITY OF FRANKLIN
PARKS COMMISSION REGULAR MEETING**

**MONDAY, MAY 9, 2022 – 6:30 P.M.
FRANKLIN CITY HALL – HEARING ROOM
9229 WEST LOOMIS ROAD, FRANKLIN, WISCONSIN 53132**

AGENDA

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENT PERIOD

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of April 11, 2022

IV. UNFINISHED BUSINESS

A. Update on parks maintenance.

B. Uniform signage for all parks.

C. Park permit fees and deposits for rental of pavilions and other facilities at all City of Franklin parks.

D. 2022 and 2023 Budget. Parks Commission request for information on personnel additions, Capital Outlay Fund needs, Equipment Revolving Fund needs, Street Improvement Fund needs and Major Capital Expenditures to be made with borrowed funds.

E. Park amenities donation policy.

F. Recommendation to Common Council to pursue the purchase parkland adjacent to the western boundary of the Franklin Savanna State Natural Area on West Oakwood Road. The Parks Commission may enter closed session pursuant to Wis. Stat. § 19.85(1)(e), for market competition and bargaining reasons, to consider the potential acquisition of property to be used for public park purposes in the City, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

G. Update on trail projects, including: South 116th Street, St. Martin of Tours, West Forest Home Avenue, West Church Street, State Highway 100, Ryan Creek and Cascade Creek Park.

H. Request by City of Franklin resident (former Alderman) Daniel M. Mayer to

install a flagpole in Market Square Park, located at 11230 West Franklin Street.

V. NEW BUSINESS

- A. Election of a Chairperson.
- B. Election of a Vice-Chairperson.
- C. Appointment of a Secretary by the Chairperson.
- D. Administrative policies for coordination of league reservations, permits and other park use approvals.
- E. Request by the Franklin Community Education and Recreation Department to reserve the tennis courts at Ken Windl Park, located at 11615 West Rawson Avenue, Monday through Thursday, 9:00 a.m. to 11:50 a.m., for youth tennis for spring and summer 2022 programs, June 13, 2022 through June 23, 2022, July 11, 2022 through July 21, 2022 and August 1, 2022 through August 11, 2022.

VI. NEXT MEETING DATE

VII. ADJOURNMENT

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *State ex rel. Badke v. Greendale Village Board*, even though the Common Council will not take formal action at this meeting.

Notice is given that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Franklin City Clerk's office at (414) 425-7500.

**CITY OF FRANKLIN
PARKS COMMISSION REGULAR MEETING
AND PARKS TOUR MINUTES
April 11, 2022**

CALL TO ORDER

- I. Chair Michael Wrench called the April 11, 2022 Parks Commission regular meeting to order at 6:32 p.m. in the Hearing Room at Franklin City Hall located at 9229 W. Loomis Road, Franklin, Wisconsin.

Present were Chair Michael Wrench, Alderwoman Shari Hanneman, Commissioners Mary Remington, Karen Malecki and Janice Coenen and Ex-Officio member Michelle Runte. Excused was Vice Chair David Bartels. Also present were Department of Public Works Kevin Schlueter and Dale Borchardt, City Engineer Glen Morrow, Associate Planner Marion Ecks and Alderman Mike Barber.

CITIZEN COMMENT PERIOD

- II. The citizen comment period opened at 6:45 p.m. and closed at 6:49 p.m.. One citizen was present.

APPROVAL OF MINUTES

Regular meeting minutes of March 14, 2022.

- III. Commissioner Remington moved and Alderwoman Hanneman seconded to approve the minutes of the regular Parks Commission held March 14, 2022. On voice vote, all voted 'aye'. Motion carried (5-0-1).

UNFINISHED BUSINESS:

Update on parks maintenance.

- IV.
 - A. Discussion only. No action taken.

Uniform signage for all parks.

- B. Discussion only. No action taken.

Park permit fees and deposits for rental of pavilions and other facilities at all City of Franklin parks

- C. Discussion only. No action taken.

2022 Budget. Parks Commission request for information on personnel additions, Capital Outlay Fund needs, Equipment Revolving Fund needs, Street Improvement Fund needs and Major Capital Expenditures to be made with borrowed funds.

- D. Discussion only. No action taken.

Park amenities donation policy.

- E. Discussion only. No action taken.

Recommendation to Common Council to pursue the purchase parkland adjacent to the western boundary of the Franklin Savanna State Natural Area on West Oakwood Road. The Parks

- F. Alderwoman Hanneman moved and Chair Wrench seconded a motion to move into closed session at 7:50. On voice vote all voted 'aye'. Motion carried (5-0-1).

Alderwoman Hanneman moved and Chair Wrench seconded a motion to return to open session at 8:10.

Commission may enter closed session pursuant to Wis. Stat. § 19.85(1)(e), for market competition and bargaining reasons, to consider the potential acquisition of property to be used for public park purposes in the City, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

Request by Thomas Wilde, City of Franklin resident, to install birdhouses in Ernie Lake Park, located at 8000 South Chapel Hill Drive.

Proposal to purchase property located at 9530 West Loomis Road, and approximately 9600 West Loomis Road (Tax Key Nos. 840-9973-000, 840-9977-012, and 840-9977-009). The Parks Commission may enter closed session pursuant to Wis. Stat. § 19.85(1)(e), for market competition and bargaining reasons, to consider the potential acquisition of property to be used for public park purposes in the City, and to reenter open session at the same place thereafter to act on such matters discussed therein as it deems appropriate.

NEW BUSINESS:

Request by the City of Franklin Health Department to host the 2022 Spring Run in Lions Legend Park I, located at 8030 South Legend Drive (date and time to be announced).

Request by the Franklin Community Education and Recreation Department to reserve the tennis courts at Lions Legend Park II, Monday through Thursday, 9:00 a.m. to 11:50 a.m., for youth tennis for spring and summer 2022 programs, June 13, 2022 through June 23, 2022, July 11, 2022 through July 21, 2022 and August 1, 2022 through August 11, 2022.

On voice vote all voted 'aye'. Motion carried (5-0-1).

Discussion only. No action taken.

G. Commissioner Remington moved and Commissioner Coenen seconded a motion to approve installation of three birdhouses along S. Chapel Hill Drive. On voice vote all voted 'aye'. Motion carried (5-0-1).

H. Alderwoman Hanneman moved and Commissioner Remington seconded a motion to move into closed session at 8:10. On voice vote all voted 'aye'. Motion carried (5-0-1).

Alderwoman Hanneman moved and Commissioner Remington seconded a motion to return to open session at 8:26 pm. On voice vote all voted 'aye'. Motion carried (5-0-1).

Discussion only. No action taken.

V.

A. Alderwoman Hanneman moved and Commissioner Malecki seconded a motion to approve the 2022 Spring Run in Lions Legend Park I, located at 8030 South Legend Drive. On voice vote all voted 'aye'. Motion carried (5-0-1).

B. Alderwoman Hanneman moved and Commissioner Coenen seconded a motion to approve the Franklin Community Education and Recreation Department to reserve the tennis courts at Lions Legend Park II, Monday through Thursday, 9:00 a.m. to 11:50 a.m., for youth tennis for spring and summer 2022 programs, June 13, 2022 through June 23, 2022, July 11, 2022 through July 21, 2022 and August 1, 2022 through August 11, 2022. On voice vote all voted 'aye'. Motion carried (5-0-1).

Request by Sam Crisci, Franklin resident, to reserve the Pickleball courts at Lions Legend Park II, for a group of senior citizens to continue their organized Pickleball, Mondays, Wednesdays and Fridays, from April 15, 2022 through September 30, 2022, from 8:00 a.m. to 12:00 p.m.

- C. Alderwoman Hanneman moved and Commissioner Coenen seconded a motion to allow the Franklin Community Education and Recreation Department to reserve the tennis courts at Lions Legend Park II, Monday through Thursday, 9:00 a.m. to 11:50 a.m., for youth tennis for spring and summer 2022 programs, June 13, 2022 through June 23, 2022, July 11, 2022 through July 21, 2022 and August 1, 2022 through August 11, 2022. On voice vote all voted 'aye'. Motion carried (5-0-1).

NEXT MEETING DATE

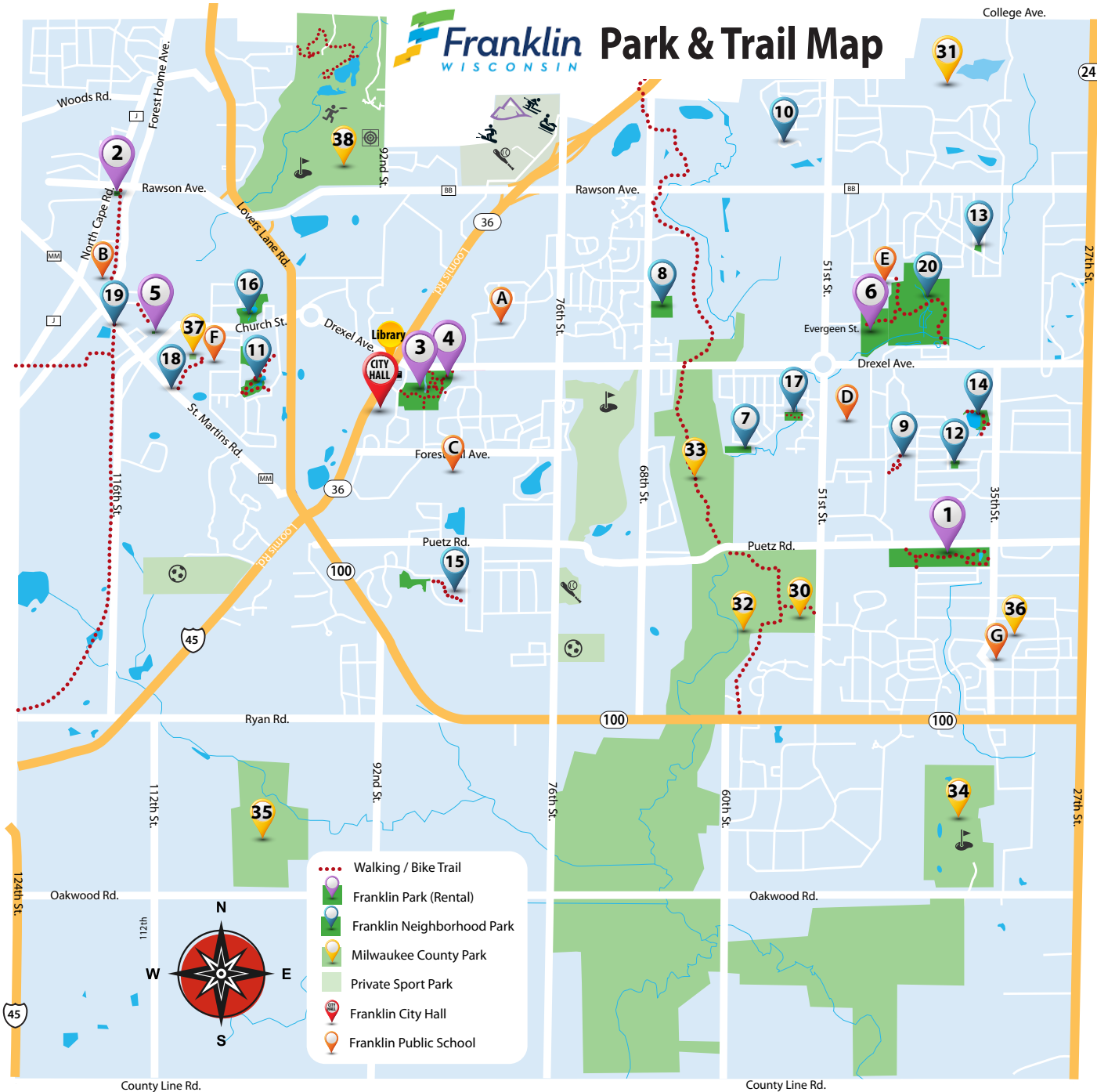
- VI. May 9, 2022

ADJOURNMENT

- VI. Alderwoman Hanneman moved and Commissioner Remington seconded to adjourn the Parks Commission meeting of April 11, 2022 at 8:27 p.m.. On voice vote all voted 'aye'. Motion carried (5-0-1).

DRAFT

Franklin Park & Trail Map



Located in Franklin, Wisconsin

Milwaukee County Park System

Building & Field Rentals (414) 281-2694
Parks Information (414) 257-PARK (7275)
<https://countyparks.com>

30 Froemming Park
8801 S. 51st St. Acreage: 16.9
Picnic area with shelter, baseball and softball diamonds, sand volleyball, tot lot, play area, Oak Leaf Trail (paved multi-use trail), parking lot, restrooms.

31 Grobschmidt Park
3751 W. College Ave. Acreage: 152
A bit of wilderness that borders a residential community in Greenfield. The trail in is non-descript, just a grass path mostly unimproved natural area to Mud Lake.

32 Milwaukee County Sports Complex
6000 W. Ryan Rd. Acreage: 116.5
The sports complex is a year-round multi-use athletic and expo facility hub, including 55,000 square foot indoor gymnasium and five multi-use outdoor fields that hosts:
Indoor: Volleyball, Soccer, Basketball
Outdoor: Disc-golf course, football, rugby / soccer fields and athletic trail segment

33 Oak Leaf Trail - Root River Line
The Oak Leaf Trail is the jewel in the crown of Milwaukee County's extensive trail system. The trail meanders for more than 135 miles in and around the Milwaukee County.
The Root River Line is a 18.9 mile extension of the Oak Leaf Trail and is moderately trafficked point-to-point trail located in Franklin, that features a lake and bridges and is good for all skill levels. The trail is primarily used for walking, bird watching, running, roller blading, and road biking and is accessible year-round.

34 Oakwood Park / Golf Course
3600 W. Oakwood Rd. Acreage: 276
(414) 281-6700 <http://mke.golf/oakwood>
Oakwood is the longest in length of Milwaukee County Parks' golf courses at over 7,000 yards, although four sets of tee boxes allow it to be enjoyable for a golfer of any skill level.

35 Savanna Nature Preserve (No. 409)
Wisconsin State Natural Area Acreage: 85
Franklin Savanna is an outstanding example of the oak savanna community. Home to rare plants, animals, natural communities. Currently under restoration. www.mkeconservancy.org

36 Southwood Glen Park
3180 W. Hilltop Ln. Acreage: 9
Leased by Franklin Public Schools.
Shrubs and trees, sand volleyball, soccer field, baseball diamond, playground.

37 St. Martins Park
10705 W. Robinwood Ln. Acreage: 1.75

38 Whitnall Park
5879 S. 92nd St. Acreage: 625
(414) 425-7303
A beautiful wooded park featuring the Wehr Nature Center, Boerner Botanical Gardens, a championship golf course, miles and miles of walking/biking trails, waterfall, pond, and multiple picnic sites.

Franklin Public Schools

District office • 8255 W. Forest Hill Ave. • 414-529-8220

- A Ben Franklin** 7620 S. 83rd St.
- B Country Dale** 7380 S. North Cape Rd.
- C Forest Park Middle** 8255 W. Forest Hill Ave.
- D Franklin High** 8222 S. 51st St.
- E Pleasant View** 4601 W. Marquette Ave.
- F Robinwood** 10705 W. Robinwood Ln.
- G Southwood Glen** 9090 S. 35th St.

Franklin Community Education & Recreation Dept.
Franklin High School • 8222 S. 51st St.
(414) 423-4646 franklinwi.myrec.com



Dog Friendly Parks

Dogs must be leashed (no longer than 6'), have current license, and under control of the owner. Owners are required by law to pick up after a dog. Dog Stations (include plastic bags and trash receptacle) are available at indicated parks. Owners are responsible for any injuries caused by their dogs. The City of Franklin / Milwaukee County are NOT liable for the action of any dog within or outside the boundaries of the parks.

Baseball Diamond Rentals Available

Franklin City Parks/Trails

Note: Surrounding lands are private.

- 7 Cascade Creek Park**
8300 S. 60th St. Acreage: 8.7
Grass open space and passive woodlands with benches.
- 8 Christine Rathke Memorial Park / Trail**
7700 S. 68th St. Acreage: 6.5
Play Structures, ball diamond, picnic tables, benches and paved walking trail, and parking area. *Baseball field available for rental.*
- 9 Crooked Creek Walking Trail**
W. Forest Hill Ave. to S. 44th St.
Limestone walking trail.
- 10 Dr. Lynette Fox Memorial Park**
6860 S. Harvard Dr. Acreage: .4
Play Structure, picnic tables and benches
- 11 Ernie Lake Park / Trail**
8000 S. Chapel Hill Dr. Acreage: 13.2
Paved walking trail, picnic tables, adult exercise equipment, benches, and bridge.
- 12 Friendship Park / Trail**
3810 W. Sharon Ln. Acreage: 1.6
Paved walking trail, play structure, grass ball diamond, basketball half court, picnic tables and shaded seating areas and benches.
- 13 Glenn Meadows Park**
7362 S. 37th Pl. Acreage: 1
Play structure, basketball court, picnic tables and benches.
- 14 Jack E. Workman Park / Trail**
3674 W. Forest Hill Ave. Acreage: 12
Asphalt walking trail, play structure, ball diamond, tennis court, basketball court, volleyball court, picnic tables and benches.
- 15 Meadowlands Park / Trail**
8665 W. Elm Ct. Acreage: 14
Wetland area. Limestone walking trail with benches.
- 16 Mission Hills Wetlands**
Approx. 10400 W. Church St. Acreage: 13.6
Grass open space and passive woodlands with benches.
- 17 River Park Trail**
Asphalt walking trail with bridge and bench.
- 18 Robinwood Trail**
Trail between St. Martins Rd., Allwood Dr. and Robinwood School (St. Martins Park) area.
- 19 St. Martins Hike and Bike Trail Link**
Rawson Ave. (near Ken Windl Park) heading south to Swiss St. & follows 116th St. right-of-way past Ryan Rd. Intersection westward (crosses Forest Home Ave. & N. Cape Rd.)—connecting to Muskego Recreation Trail
Paved bike and hiking trail with benches. Miles 2.1
- 20 Victory Creek Special Park / Trail**
East of Pleasant View Park Acreage: 84.6
Paved bike and hiking trail, passive prairie and wetlands with benches. Mowed trail for cross country running and skiing, dog sledding. Access and parking available at Pleasant View Park.



GENERAL PARK HOURS ARE FROM DAWN TO DUSK.

The following City parks (#s 1-6) may be rented.

Visit www.franklinwi.gov > Parks for information on how to reserve a park.

QUESTIONS? (414) 425-7500 (City Clerk)
Monday-Friday • 8:30 am-5:00 pm
9229 W. Loomis Rd. • Franklin, WI 53132

- 1 Franklin Woods Nature Center — Pavilion Home of Kayla's Playground**
3723 W. Puetz Rd. Acreage: 38.4
Kayla's play structure at Franklin Woods was a mission of Kayla's Krew. The Krew worked wholeheartedly with the City of Franklin to build an all-accessible, all-inclusive play structure in Franklin to be inspiring and truly all-accessible for all children and families of any age and ability.
• Open air pavilion (rental available 11am-8pm)
• All-inclusive ADA Play Structure • Restrooms
• Natural Area with Limestone Walking Trail • Picnic Tables
• Benches • Paved Walking Trail • Paved Parking Area
- 2 Ken Windl Park — Pavilion**
11615 W. Rawson Ave. Acreage: 2.5
• Indoor pavilion (A/C, Heated)
(Rental available 11am-8pm - year-round)
• Gazebo • Picnic Tables • Benches • Play Structure
• Combination Tennis and Pickleball Courts
• Restrooms • Access to St. Martins Bike & Hiking Trail
- 3 Lions Legend Park — Lions Pavilion**
8050 S. Legend Dr. Acreage: 14
• Open Air Pavilion (rental available 11am-8pm)
• Picnic Tables • Benches • Paved Walking Trail
• Play Structure • Tennis Courts • Volleyball Courts
• Ball Diamond • Restrooms • Band Shell (rental available)
• Historical Buildings (rental available)
- 4 Lions Legend Park II — Vernon E. Barg Pavilion**
8717 W. Drexel Ave. Acreage: 21
• Open air pavilion (rental available 11am-8pm)
• Picnic Tables • Benches • Paved Walking Trail
• Play Structure • Paved Parking Area • Pickleball Courts
• Tennis Court • Volleyball Court • Soccer field
• Ball Diamond • Restrooms
- 5 Market Square — Gazebo**
11230 W. Franklin St. Acreage: .5
• Gazebo (rental available 11am-8pm)
• Picnic Tables • Benches
- 6 Pleasant View Park — Pavilion**
4620 W. Evergreen St. Acreage: 23.8
• Indoor/outdoor pavilion (Heated)
(Rental available 11am-8pm - year-round)
• Picnic Tables • Play Structure • Ball Diamond
• Tennis Courts • Pickleball Courts • Volleyball Court
• Restrooms • Paved Trails • Benches • Paved Parking Area

Park Commission Budget Worksheet

4-May-22

Category	Description	Cost	Quantity	Total	Priority	Year	Impact Fee Eligible?	Comments
				\$0				
				\$0				
				\$0				
					Grand Total			
Categories					\$0			
Park	Trail	Maintenance	Equipment					
Staff	Landscaping	Project/Event	Etc					



9229 W. Loomis Rd. • Franklin, WI 53132
414-425-7500
Monday-Friday • 8:30 am-5:00 pm
www.franklinwi.gov > Parks

Community Legacy Tree Celebration



Saturday, September __, 2022 10:00 a.m.
Pleasant View Park

4620 W. Evergreen St. • Franklin, WI

Join us for Franklin's first Community Legacy Tree Planting Celebration.

The City of Franklin welcomes monetary tree donations to honor the memory of a loved one, or in celebration of a milestone event or special occasion.

Tree selection and planting locations are chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement.

Donators will be acknowledged on the Legacy Trees Contributors Map, to be posted on City of Franklin website (see page 2 sample).

Go Green – Grow Franklin!

"Adopt a Tree", then join us on September __, 2022 to help with the planting.

The City of Franklin DPW will dig the hole. Volunteers are need to place tree and fill with dirt. Bring shovels and gloves.

**Hosted by: The City of Franklin
Highway Department and
Parks Commission**



- Tree Order Form -

Step 1: Please complete the following information
(One form per each tree donation).

Name: _____

Business/Organization: _____

Address: _____

City: _____

State/Zip: _____

Phone: () _____ - _____

E-mail: _____

Step 2 See back side (pg. 2) for a sample of Legacy Trees Contributors Map to be posted on the Franklin City Website. (Please print legibly)

In Honor of _____

Donated by: _____

General Guidelines: No obscenities or profanities / No acronyms that could be construed as obscene or profane. No derogatory messages based on race, color, creed, religion, national origin or sexual orientation / No political messages / No derogatory messages regarding any individual or entity. The City reserves the right, in their sole discretion to deny with an inappropriate inscription.

Step 3: Is this donation a Gift?

We will be happy to send the recipient an acknowledgement and a map of the tree placement location.

Yes, please No, thanks

Name: _____

Address: _____

City/State/Zip: _____

Please reserve 1 tree @ \$400.

Or accept my contribution of \$_____ toward a bush or shrub.

Total amount enclosed: \$_____

We will be present to plant tree: YES No

Makes a great photo opportunity.

Approx. number of people who will help plant:

Adults ____ Youth ____

We will NOT be able to attend:

Payment Options:

Check — Payable to City the Franklin

Master Card/Visa - (Please contact my indicated phone number for charge card information)

**Return to: City of Franklin— Park Donation
9229 W. Loomis Rd., Franklin, WI 53132
Call (414) 425-7500 for more information**

Thank you for supporting our parks!

- Donations are tax-deductible! -

Your donation will help ensure that our most precious natural resources are cared for and protected now and for future generations.

Legacy Trees Contributors

- Pleasant View Park -

#1 In Honor of:
Donated by:
Species:
Date: Fall 2022

#2 In Honor of:
Donated by:
Species:
Date:

#3 In Honor of:
Donated by:
Species:
Date:

#4 In Honor of:
Donated by:
Species:
Date:

#5 In Honor of:
Donated by:
Species:
Date:

#6 In Honor of:
Donated by:
Species:
Date:

#7 In Honor of:
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#8 In Honor of:
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#11 In Honor of:
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#12 In Honor of:
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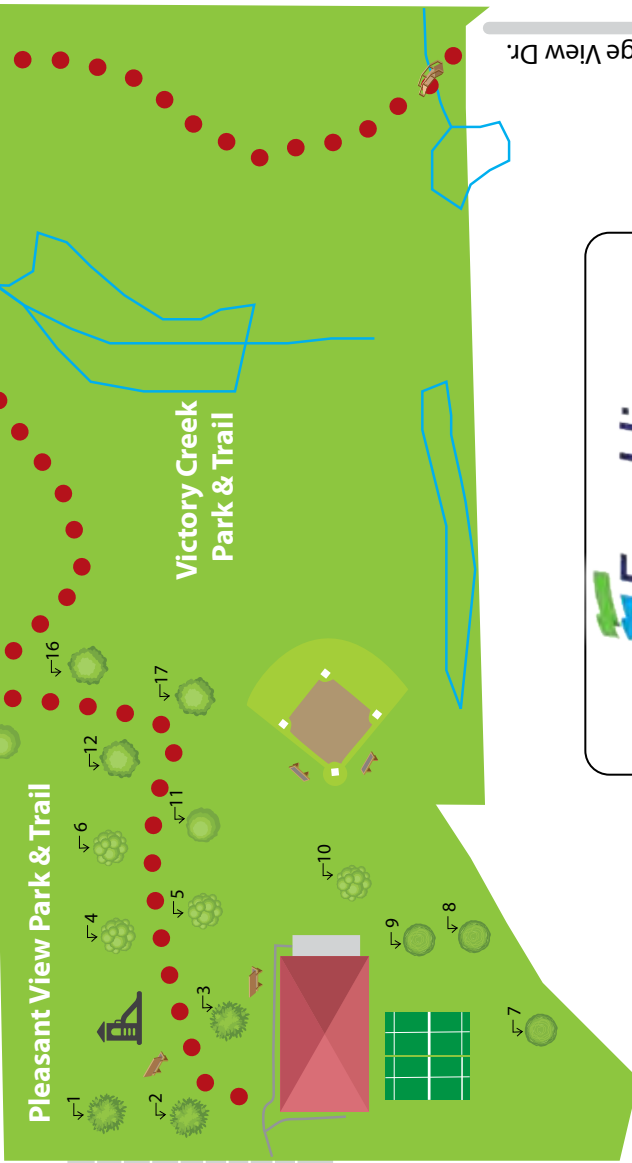
#13 In Honor of:
Donated by:
Species:
Date:

#14 In Honor of:
Donated by:
Species:
Date:

#15 In Honor of:
Donated by:
Species:
Date:

#16 In Honor of:
Donated by:
Species:
Date:

#17 In Honor of:
Donated by:
Species:
Date:



51st St.

Evergreen St.

Drexel Ave.

Bridge View Dr.

9229 W. Loomis Rd. • Franklin, WI 53132
414-425-7500 • Monday-Friday • 8:30 am-5:00 pm
www.franklinwi.gov > Parks

Item IV.E.



Memorial or Tribute Gifts

Honor a loved one or commemorate a special event with a memorial or tribute gift. Gifts include tree or plantings or plaques on benches.

- Memorial Benches and Plaques -

This donation provides for the installation of a new bench within a city park where none existed before or where one is in need of replacement. Benches include an engraved plaque along with a pad of concrete beneath onto which the bench is mounted and secured. A plaque is affixed to an existing park bench with the location determined by staff.



• MEMORIAL BENCH

An honoree for a memorial bench must have been deceased for at least one year prior to application. An honorary bench may be allowed for civic organizations that have had at least 10 years of active involvement in the City.

Each bench features a plaque displaying a personalized message. The cost of the bench is \$1,000.00 which includes the bench, freight, concrete slab, a plaque (*up to 3 lines of text*) and ongoing maintenance.

- Bench styles which meet the standards of the City for design, durability, and construction are pre-selected by the Plan Commission and staff. Donations may not deviate from these styles.

The Parks Commission will establish a Park Bench Donation Plan showing the approved sites for all park bench donations. Some sites may be deemed inappropriate for memorial benches.

• MEMORIAL PLAQUE ON EXISTING BENCH

The City will procure and install a small metal plaque on an existing park bench to honor the individual or civic organization. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Parks Commission and staff. A maximum of three lines will be allowed on any plaque. The plaque will be securely inset or surface-mounted onto the seat back of the bench by the City. A marker that reads "Donated by a Friend of Franklin Parks" will identify benches donated anonymously. The term for this plaque is also ten years. A \$300 donation is required which includes the cost of the plaque, cost of installation and administration fee.

- Park benches in outdoor settings have a reasonable lifespan of about 10 years. The City will provide for normal maintenance and repair of the bench during its useful life. If bench removal is required, due to deterioration or severe vandalism, the City does not guarantee the replacement of the bench. The plaque will either be installed on another bench or returned to the donor.

Additionally, the City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.



- Legacy Trees -

Tree selection and planting locations will be chosen based on species, topography, soil condition, light exposure, mature plant size, maintenance requirements, and appropriateness for placement; and will be mutually agreed upon by the applicant and the City.

The City does not guarantee the memorial tree's viability.

LEGACY TREE DONATIONS

The City of Franklin welcomes monetary tree donations to honor the memory of a loved one, or in celebration of a milestone event or special occasion. A \$400 donation will help make our parks healthy, attractive, and environmentally sustainable. Donations will be acknowledged in the City of Franklin newsletter. Website???

The City of Franklin reserves the right to limit quantities and adjust locations based on the design needs of parks and trails. \$\$ Prices subject to change.

We invite you to join us in preserving, promoting, protecting and enhancing City of Franklin parks, trails, and recreation areas!

Donations offer a meaningful way for park users to connect to their favorite places, celebrate milestones and honor loved ones while supporting our community's parks.

A donation policy has been established to ensure that appropriate oversight is provided in preserving our City parks and the park visitor experience. All donations shall fully respect the Comprehensive Outdoor Recreation Plan, as well as the priorities, purpose, and integrity of the City of Franklin parks.

There are several ways that you can contribute to this effort.

- Monetary Gifts -

Individual

Individual gifts to the park enhancement fund will help fund updates and improvements to trails and park land throughout the city. Donations will be used to help update park facilities with new and improved amenities. Choose to support a specific project or donate to the park general fund.

Planned Legacy

Planned giving allows you to help protect our natural resources and influence how land will be used into the future. There are many ways to make a planned gift to City of Franklin Parks, including charitable bequests, gift annuities, life insurance, retirement plan assets, real estate, or easements.

Corporate Giving & Sponsorships

Show the community that your business supports parks and recreational opportunities.

- Tax-deductible -

Donations are tax-deductible.

Donations will help ensure that our most precious natural resources are cared for and protected now and for future generations.

- Other Unique Amenities -

Special project donations may be considered for applications that represent broader community values; that meet the intent and criteria of this policy; that provide a public benefit; and that include a maintenance program acceptable to the City.

- a. Other Park Furnishings – Memorial text may be included on a park furnishing that is donated by an applicant. Furnishings, picnic tables, trash receptacles, recreational equipment, etc.
- b. Art Installations
- c. Scouting / Capstone Projects
 - Including but not limited to bandshells, monuments, gardens, libraries, etc...

CRITERIA FOR DONATIONS OF ART, MONUMENTS, SIGNS AND OTHER UNIQUE AMENITIES

Approval of extraordinary donations will focus on four general categories: appropriateness, aesthetics, maintenance and safety. All donations must comply with the City of Franklin code and building requirements and the Comprehensive Outdoor Recreation Plan. The Parks Commission and staff review the appropriateness of the subject as it relates to the site, the compatibility of the donation within the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues. Applicants will bear the cost of all necessary permits, approvals, project management, design, installation and maintenance.

The Parks Commission reserves the right to make a recommendation to the Common Council for final decision on any application.

• Appropriateness

Most effective outdoor public art is sited in spaces which bear a particular relevance to the subject of the piece. With commemorative monuments, historical associations between the subject or artist and a community are a traditional mechanism for the selection of an appropriate site. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather time, changing attitudes etc. In no instance, should any public installation depict subjects that are trademarked or commercially licensed, or subjects that are divisive or controversial in nature.

The considerations include the significance of an event/person being memorialized; the timeless qualities that make a statement of significance to future generations; and/or the subject represents a person or event deemed significant to the City of Franklin's history.

• Aesthetics

The proposed donation should enhance the park environment without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities. It should enhance the park with elements that add to the identity and ambience of the park.

Although subjective, aesthetic merit is the primary determinant in the acceptance of permanent works of art or other amenities. The quality, scale, and character of the donation must be at a level commensurate with the particular park setting; reuse, rehabilitate or restore an existing park feature where appropriate; and enhance a park by adding elements that add to identity and ambience. Art, sculpture, and monuments of inferior workmanship will not be approved.

• Safety & Maintenance

Proposed projects must meet the requirements of American with Disabilities Act (ADA) by providing accessibility to all park users.

Materials, design, and construction must meet the requirements of DPW. Proposed projects must not create any public safety or security issues. This includes but is not limited to attraction for vandals, and traffic and pedestrian volumes beyond the capacity of the park.

Proposed projects must not place an unreasonable burden on public utilities and infrastructure.

Special consideration will be given to those proposals which provide a plan and funding for the care and upkeep of long term installations.

The City of Franklin cannot in good faith accept donations which present an unreasonable cost or maintenance burden.

Additional Donation Information

- All items donated to a City of Franklin park are the property of the City of Franklin and are maintained at the same level as the other furnishings and landscape elements within the park system.
- Damaged or vandalized benches and picnic tables will be repaired in a timely manner by the City.
- Engraved language on all benches and picnic tables is subject to approval by the City.
- Franklin Department of Public Works (DPW) manages donated amenities. Not all the parks are suitable for new bench or picnic table donations. Available bench donation opportunities vary by project, park and request. DPW staff makes all final decisions regarding bench location.
- Individual parks may reach a saturation point at which time City staff may consider closing the location to additional memorials and projects.
- Once the particular park location and wording is approved by the Department, please allow approximately 3 months for the installation to be completed once donation has been paid in full.
- Park bench and picnic tables have a life span of 10 years. After that period, the furnishings will be available for renewal with first right of refusal given to original donor. The City will make a reasonable attempt to reach the original donor through contact information originally submitted with the donation.

Unique Amenities Application Process

1. The donor is required to complete the application which must include a description, photo and/or drawing of the donation, estimated value and estimated life cycle.
2. Applications will be reviewed by City staff and forwarded to the City Engineer and DPW for review.
3. The completed application will be brought as a discussion item to a meeting of the Parks Commission. The Commission will review the request based on the criteria outlined in the policy.
4. Following their review, the Commission will vote to approve or deny the donation. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Common Council. The Commission reserves the right to forward recommendations of large proposals to the Common Council for final approval. Approvals shall expressly set forth any limitations or conditions recommended or imposed.
5. Upon final approval by Parks Commission and/or Common Council, staff will collect the appropriate fees and oversee the installation of the Donation.



Park Donation Application

Yes, I would like to help fund City of Franklin Parks/Trails

Step 1: Please complete the following information

Name: _____

Business/Organization: _____

Address: _____

City: _____

State/Zip: _____

Phone: () _____ - _____

E-mail: _____

Step 2: Select a Option [✓]

- MEMORIAL BENCH** — \$1,000.00
Bench, freight, concrete slab, a plaque (up to 3 lines of text — 14 characters/spaces per line) and ongoing maintenance
- MEMORIAL PLAQUE ON EXISTING BENCH** — \$300
Plaque only! Includes cost of installation.
(up to 3 lines of text—14 characters/spaces per line)
Limited amount of benches available

Step 3: Create Your Inscription (Please print legibly)

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|____|

Note: Spaces and punctuation count as characters. All inscriptions will be in uppercase only. Greek letters and other symbols not found on a standard keyboard may not be used. Each line of text will be automatically centered from left to right. We don't allow birth or death dates.

General Guidelines: No obscenities or profanities / No acronyms that could be construed as obscene or profane. No derogatory messages based on race, color creed, religion, national origin or sexual orientation / No political messages / No derogatory messages regarding any individual or entity. The City reserves the right, in their sole discretion to deny with an inappropriate inscription.

- LEGACY TREE DONATION** — \$300
- Other Unique Amenities** (Special project donation)
See criteria (pg. 2) for donations.
Include supporting documents.

Step 4: Desired Park Location (if available)?

Step 5: Is this donation a Gift?

We will be happy to send the recipient an acknowledgement and the text of your inscription.

Yes, please No, thank you

Name: _____

Address: _____

City/State/Zip: _____

- Monetary Gifts -

- Individual Gift** \$ _____
Donations will be used to help update park facilities with new and improved amenities. Choose to support a specific project or donate to the general park fund.
Project: _____
- Planned Legacy Gift*** \$ _____
- Corporate / Organization*** \$ _____
General park fund or sponsor a project or in-kind donations.
(* Please contact me to discuss my donation options.

Comments: _____

Payment Options:

- Check — Payable to City the Franklin
- Master Card/Visa - (Please contact my indicated phone number for charge card information)

Return to: City of Franklin— Park Donation
9229 W. Loomis Rd., Franklin, WI 53132
Call (414) 425-7500 for more information

Thank you for supporting our parks!



- Scout Projects -

Thank you for your interest in choosing the City of Franklin Park System for your Scout Service Project!

The City of Franklin Park System has several locations for projects, including twenty parks, walking/bike trails, and undeveloped park properties.

Due to the high volume of project requests received, we require additional information before meeting and approving a project.

Park project ideas/suggestions:

- Trees and plantings • Flag Pole (*Pole / lighting / flag*)
- Picnic Tables (*per DPW recommendations*) • Bike Rack
- Information Message Board/kiosk • Ice Rink (*portable*)
- Recreational Game Courts: (i.e. Bocce Court / Giant Chess Board with pieces / Horseshoe Pits / Cornhole Boards / Mini Golf Course)
- Building Wildlife Shelters (*e.g. bird box, bat house, etc.*)
- Trail Improvements • Create/install educational signage for trails
- Flower Planters (*block pavers / flowers / soil / installation*)
- Or present your own ideas!!!

Scouts are responsible for:

- Fundraising / Purchasing / Building / Installing
 - Obtaining all of the materials necessary for the project.
- The City of Franklin (DPW) may be able to provide some tools, equipment, installation and labor necessary to aide in the completion of the project (*with prior approval*).

Please provide ample time for project planning.
The majority of communication is handled via email, be sure to monitor your email closely.

Step 1: To get started with your project request, please fill out the Scout Service Project request application form. Include project details, funding, drawings/photo, materials and installation details. Estimated value and estimated life cycle.

Step 2: Project approval is needed before project work can begin.

After submitting your project proposal, applications will be reviewed by City staff and forwarded to the City Engineer and DPW for review.

Application will then be brought as a discussion item to a meeting of the Parks Commission. The Commission will review the request based on the criteria outlined in the policy. Applications will be required to attend (*in-person*) a City of Franklin Parks Commission meeting to explain project proposal in detail.

A scheduled site visit will likely be required after project approval, and before starting any work.

Following their review, the Commission will vote to approve or deny the donation. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Common Council. The Commission reserves the right to forward recommendations of large proposals to the Common Council for final approval. Approvals shall expressly set forth any limitations or conditions recommended or imposed.

Item IV.E.
Scout Service Project Request Application

Date of application _____

- Scout Information -

Name: _____
(First, Last)

Email: _____

Phone: (____) _____ - _____

Address: _____

City, State, Zip: _____

Birthdate: (____/____/____)

- Troop Information -

Number: _____

Leader's Name: _____

Leader's Email : _____

Leader's Phone: (____) _____ - _____

- Project Information -

Title: _____

Description:

Desired Park Location: _____

Start Date: _____ / _____
Month Year

Approx. End Date: _____ / _____
Month Year

Additional information / questions you would like to share?

Submit to: **City of Franklin—Park Scout Project**
9229 W. Loomis Rd., Franklin, WI 53132
Call (414) 425-7500 for more information

- Include project information packet -

This flag was first raised at the edge of the Village of St. Martins in 1920. In 1942 the flag was moved slightly to the north along St. Martins Road and rededicated to Franklin veterans. Reconstruction of St. Martins Road necessitated its move once more to this permanent home in 2022.

V.a.



City of Franklin, Wisconsin

Parks Commission

Administrative Rules and Procedures

February, 2002

Parks Commission

Administrative Rules and Procedures

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Exhibit

- A. Section 10-7 of the Municipal Code of the City of Franklin

Parks Commission

Administrative Rules and Procedures

Article I. Name of Commission

The name of this Commission shall be the "Parks Commission" of the City of Franklin, Wisconsin, hereinafter referred to as "the Commission".

Article II. Authorization

The authorization for the establishment of the Commission is set forth in Section 10-7 of the Municipal Code of Franklin, Wisconsin, as amended, hereinafter referred to as "Section 10-7", which is incorporated herein by this reference and is presented in Exhibit A.

Article III. Membership

Section 1. The composition of the Commission shall be as established in Section 10-7.A. and as may otherwise be specified by the Common Council.

Section 2. The terms of the members shall be as established in Section 10-7.A. and as may otherwise be specified by the Common Council.

Section 3. Each member shall have one (1) vote. The Chairman votes according to Common Council policy, which follows Roberts Rules of Order. Voting by proxy is not permitted. On a tie vote, the motion is lost.

Section 4. All members shall serve without compensation.

Section 5. A quorum shall be four (4) members, or a majority of all the members of the commission.

Section 6. Actions, communications, etc. of Commission members shall be subject to the provisions of the Wisconsin Statutes, including but not limited to the Open Meetings Act, and the Municipal Code and policies of the City of Franklin, including but not limited to the Code of Ethics.

Article IV. Duties

Section 1. The duties of the Commission shall be as established in Section 10-7 of the Municipal Code of the City of Franklin, and as may otherwise be specified by the Common Council.

Section 2. The City of Franklin's Planning Manager or designee shall provide administrative staff support to the Commission.

Section 3. The City of Franklin's Public Works Superintendent or designee shall provide operations staff support to the Commission.

Article V. Officers

Section 1. The officers of the Commission shall be the Chair, Vice-Chair, and Secretary.

Section 2. The Chair and Vice-Chair shall be elected by and from the Commission resident members.

Section 3. The term of Chair and Vice-Chair shall be from election to the next election. Elections to fill these offices shall be held at the first Commission meeting and the first Commission meeting on or after July 1 of each subsequent year. Elections to fill vacancies will be held at the first Commission meeting after the vacancy occurs.

Section 4. The Chair shall preside at all meetings and hearings of the Commission, and shall have the duties normally conferred by parliamentary usage to such office. The Chair, with the assistance of the City staff ex officio members of the Commission, shall:

- a) Call meetings of the Commission as needed to fulfill the duties of the Commission, and determine the time and place of such meetings.
- b) Prepare agendas for meetings and hearings.
- c) Prepare reports of Commission actions.
- d) Provide notice to all Commission members.
- e) Arrange proper and legal notice of hearings.
- f) Attend to correspondence of the Commission as approved by the Commission.
- g) Determine that the Secretary keeps the official Minutes and records of the Commission.
- h) Determine that all Commission members have these Administrative Rules and Procedures, and such other records as may be necessary for the satisfactory conduct of the duties of Commission member.
- i) Have other duties as may from time to time be assigned by the Commission.

Section 5. When the Chair is unable to preside or fulfill the duties of the Chair, the Vice-Chair shall preside and assume the duties of the Chair until the Chair is able to preside.

Section 6. When the Chair and the Vice-Chair are unable to preside or fulfill the duties of the Chair and a quorum of the Commission is present for a properly noticed and scheduled Commission meeting or hearing, the Secretary may call the Commission to order and shall temporarily preside solely over the selection of a Chair Pro Tempore by and from the Commission members present. Upon selection, the Chair Pro Tempore shall preside and assume the duties of the Chair until the Chair or the Vice-Chair is able to preside.

Article VI. Committees, Subcommittees

Section 1. The Commission may establish committees and subcommittees as deemed appropriate or necessary to fulfill the duties of the Commission.

Section 2. The Chair shall appoint committee and subcommittee members and officers.

Article VII. Meetings

Section 1. The Commission, its committees and subcommittees shall meet as needed to fulfill the duties of the Commission.

Section 2. The Commission shall normally meet on the second Monday of each month, or as needed at the call of the Chairman, to fulfill the duties of the Commission.

Section 3. All meetings of the Commission shall be open to the general public, subject to the provisions of the Wisconsin Statutes (Open Meetings Act).

Section 4. Except as otherwise provided herein or specified by the Common Council, the parliamentary procedure of the Commission shall be as provided in Robert's Rules of Order Newly Revised, as approved by the Common Council.

Section 5. A record of all Commission actions shall be kept as part of its Minutes.

Section 6. Any member of the Commission may place on a Commission agenda for consideration, discussion, action, etc. any matter that is properly within or related to the duties, rules, procedures, activities, etc. of the Commission, by notice to the Chair and the Secretary.

Section 7. All materials and information related to matters to be considered by the Commission shall be delivered to the Planning Department Secretary not later than seven (7) working days preceding the meeting at which the matter is to be considered. Matters submitted for consideration by the Commission may be rescheduled to a subsequent Commission meeting when the Commission has determined that any required materials and information have not been received by the specified time.

Section 8. Agendas and other materials for each meeting shall, whenever possible, be delivered to the members of the Commission not later than three (3) working days preceding the meeting.

Section 9. Revisions or amendments to these Administrative Rules and Procedures (except items established in the statutes and regulations of the State of Wisconsin or the Municipal Code of the City of Franklin, Wisconsin, which shall be as adopted by the applicable authoritative body), shall require approval of a majority of the Commission membership and approval by the Common Council.

Section 10. The Commission may terminate any meeting at 9:00 p.m. or at any time thereafter with agenda items not yet considered. Any agenda item(s) under consideration or not yet considered at the time of meeting termination under this section shall be continued to the next meeting.

Article VIII. Order of Business

Section 1. Each Commission agenda shall provide for the following order of business:

- I. Call To Order and Roll call.
- II. Approval of Minutes of previous meeting(s).
- III. Old Business.
- IV. New business.
- V. Other business (e.g., items for future agendas, Comm. rules and procedures, etc.).
- VI. Schedule next meeting.
- VII. Adjournment.

Section 2. In general, the order of business shall follow the printed agenda. The order of business may vary from the printed agenda by consensus of the Commission members present.

Article IX. Non-member Participation

Section 1. Letters, documents and other records relevant to matters before the Commission or within Commission duties are welcome at any time by submission to the Secretary, subject to timing requirements established elsewhere herein. Submissions related to a specific matter before the Commission will be considered when the specific matter is considered. Submissions related to other matters within the Commission duties will be considered in the Other Business section of the agenda or as otherwise deemed applicable by the Commission.

Section 2. Except for properly noticed and scheduled public hearings, non-member testimony during Commission meetings shall be limited to a) applicants with matters before the Commission, b) persons with knowledge or expertise relevant to matters before the Commission or within Commission duties and c) the mayor and aldermen of the City of Franklin. Such non-member testimony shall be permitted during the Citizen Comment Period or at the discretion of and upon recognition by the Chair or on consensus of the Commission members present, and upon statement of name, address and basis for testimony.

Section 3. At a properly noticed and scheduled public hearing of the Commission, any person may speak on the specified subject of the hearing upon recognition by the Chair and statement of name and primary residence address.

Article X. Revisions, Amendments

- Section 1. Rules and procedures noted herein which are established in the statutes and regulations of the State of Wisconsin or the Municipal Code of the City of Franklin shall be as adopted and amended by the applicable authoritative body.
- Section 2. Other rules and procedures noted herein may be revised or amended by majority vote of the Commission resident members.

§ 10-4

BOARDS AND COMMISSIONS

§ 10-7

~~B. Powers and duties. See § 13.5 of the Zoning Code.~~

~~§ 10-5. Board of Zoning and Building Appeals.~~

- ~~A. Membership. The Board of Zoning and Building Appeals shall consist of seven citizens appointed for three-year terms, provided that no more than two members shall be appointed in one year, except when necessary to maintain the membership or to fill a vacancy. An alternate member may be appointed for a three-year term, who shall act when a member is absent or refuses to vote.~~
- ~~B. Powers and duties. See § 15.6 of the Zoning Code.~~

~~§ 10-6. Police and Fire Commission.~~

~~The Council shall establish a Board of Fire and Police Commissioners consisting of five citizens as provided for cities of the 4th class under § 62.13, Wis. Stats., three of whom shall constitute a quorum. The Mayor shall annually, between the last Monday of April and first Monday of May, appoint in writing, to be filed with the Board Secretary, one member for a five-year term. No appointment shall be made which will result in more than three members of the Board belonging to the same political party. The Board shall keep a record of its proceedings.~~

~~§ 10-7. Parks Commission. [Amended 6-2-1998 by Ord. No. 98-1496; 1-4-2000 by Ord. No. 2000-1589]~~

- ~~A. Membership. The Parks Commission shall consist of seven members, including one alderman and six citizens, all appointed by the Mayor and subject to confirmation by the Common Council. The term of the Alderman member shall be one year, only while in the office of Alderman, and expiring upon the April 30 following the appointment. The citizen members shall be appointed for three-year terms, expiring upon the April 30 of the third year following the appointment; excepting that the initial appointments shall provide for two members to serve a one-year term and two members to serve a two-year term, expiring upon the April 30 of the first year and second year following such appointments, respectively. The Parks Director shall provide technical and staff assistance to the Commission.~~
- ~~B. Oaths. Official oaths shall be taken by all members, in accordance with § 19.01, Wis. Stats., within 10 days of receiving notice of their appointment.~~
- ~~C. Vacancies. Vacancies shall be filled for the unexpired term in the same manner as appointments are made for a full term.~~
- ~~D. Organization. The Commission shall convene at City Hall within 30 days of appointment and organize and adopt rules for its government in accordance with this subsection.~~
- ~~(1) Meetings shall be held monthly or at the call of the Chairperson or a majority of the full Commission and shall be open to the public.~~
- ~~(2) Standing and special committees may be appointed by the Chairperson.~~

- (3) A quorum shall be four Commissioners, and all actions shall require approval of a majority of the full Commission, except a motion to compel attendance or to adjourn.
- (4) A written record shall be kept showing all actions taken, resolutions, findings, determinations, transactions and recommendations made; and a copy shall be filed with the City Clerk as a public record.
- (5) The Commission shall elect one of its members as Chairperson. A Vice Chairperson shall also be elected at the time the Chairperson is elected.
- (6) The Chairperson shall appoint one member to act as Secretary of the Commission. The term of office of the Chairperson, Vice Chairperson and Secretary shall be one year.

E. Powers and duties.

- (1) The Commission shall have such powers and duties as are provided by §§ 27.08, 27.09 and 27.10, Wis. Stats., with such other powers and duties as are provided herein or granted by statute or by the Council.
 - (a) To appoint such agents and employees subject to approval of the Mayor and Council as may be necessary to carry out the functions of the Parks Commission.
 - (b) To have charge and supervision of all city parks and recreation programs, subject to Mayor and Council supervision.
 - (c) To make reports and recommendations, including budgetary items, to the Mayor and Council.
- (2) Commissioners shall receive no remuneration.

~~§ 10-8. Economic Development Commission.~~

- ~~A. Composition. The Commission shall consist of 14 members, two of whom shall be members of the City Council.~~
- ~~B. Appointment and compensation of members. The members of the Commission shall be appointed by the Mayor, confirmed by the City Council and shall serve without compensation.~~
- ~~C. Terms of office. Each appointment is for a one-year term commencing August 1. Vacancies shall be filled for the remainder of the term. The Council member appointee shall serve only so long as that person remains an Alderperson.~~

~~§ 10-9. Fair Commission.~~

- ~~A. Composition.
 - (1) The Fair Commission shall consist of one Alderperson, a member of the Board of Health and seven citizens, appointed by the Mayor subject to confirmation of the Council. The Alderperson shall serve on the Commission for his or her term of office as Alderperson. The term of the Board of Health member shall be for the duration of~~