

**City of Franklin  
Parks Commission Meeting  
November 13, 2023  
Minutes**

**Approved  
December 11, 2023**

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

Chair Michael Wrench called the November 13, 2023, Parks Commission meeting to order at 6:33 p.m. commencing in the Common Council Chambers at Franklin City Hall at 9229 W. Loomis Road, Franklin, Wisconsin.

Present was Chair Michael Wrench, Vice Chair Karen Malecki, Commissioners Mary Remington, Kristen Stanley, and Susan Lance. Absent were Alderwoman Courtney Day and Commissioner Owen Poborsky. Present was non-voting member Ex-Officio Michelle Runte, Associate Planner Marion Ecks, Department of Public Works Kevin Schlueter and Dale Borchardt.

**II. Citizen Comment Period.** No citizens present.

**III. Approval of Minutes – Regular meeting of July 10, 2023**

Commissioner Stanley moved and Commissioner Remington seconded to approve the minutes of the July 10, 2023. On voice vote all voted ‘aye’, motion carried 5-0-2.

**IV. Unfinished Business**

**A. Update on Parks Maintenance.**

General discussion. Department of Public Works, Dale Borchardt reported that the parks and pavilions are being winterized. Some of the Pickleball wind screens have been taken down and some cracks on the courts have been sealed. Department of Public Works is working on repairing the supports on the Historical chapel floor. Rentals are done for the year. Ex-Officio Michelle Runte has taken the lead on painting the panels and Kayla’s Playground. The merry-go-round has been painted. 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.**

Commissioner Lance reported she spoke with a police officer at the Franklin Police department on August 1, 2023. The police department does have an ordinance on littering, but do not give many tickets. The department has given some tickets for using grills or chalking at the parks by adults (example with political viewpoints). There are cameras at Lions Legend 1 and 2 (Vernon Berg) and the tapes can be viewed. There is a camera at Kayla’s playground but unsure if there is a tape. Commissioner Lance expressed, in her opinion, the use of open pavilions should be allowed by the community if the pavilion has not been reserved. This discussion is ongoing and will be tabled until City Engineer Glen Morrow returns. Discussion only, no action taken.

**C. 2023 and 2024 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.**

General discussion. Associate Planner Ecks reported that the new Director of Finance is becoming familiar with Franklin’s revenue and expenses. An updated document included in packet was reviewed. Impact fees will be used for the S. 116<sup>th</sup> Street new trail and park. \$5 million is available currently in impact fees for building out the parks. An evaluation is being completed on what needs to be spent down immediately. GRAEF will attend a future Parks Commission meeting to discuss the site plan / lay out of Water Tower Park. The 2024 budget is near completion. Discussion only, no action taken.

**D. Parks Marketing Materials. Park amenities donation policy and Parks marketing materials including maps, pamphlets, etc.**

General discussion. Vice-Chair Malecki distributed a draft packet of materials regarding park rentals. The packet included information on how to reserve a park pavilion, permit rules and regulations, map of the park pavilions and amenities within the parks. After Clerk's office review and Common Council approval, this information can be posted on the City of Franklin's website. Associate Planner Ecks was asked if past donation discussion information was taken to Common Council. Some items were put on hold. Associate Planner Ecks asked to be reminded of follow up. Discussion only, no action taken

**E. Permit Software.** Options for online permitting system for park facilities reservations. Associate Planner Ecks reported that over the summer a few different software options were vetted, but not taken for budget proposal. There are discussions about new software for the entire City, however, there is currently no money in the 2024 budget for additional software. The City is currently using BS&A, which has some permitting functionality, whereas others do not. Associate Planner Ecks is researching BS&A's capabilities and if modernization is needed. This remains a priority for the Planning department. Discussion only, no action taken.

**V. New Business**

**A. Kayla's Playground Ambassador Recognition** Ex-Officio Runte read the mission statement of the Ambassadors at Kayla's Playground. In 2023 there were 11 Ambassadors who volunteered 143 hours. The ambassador program partners with the City of Franklin Police Department, Franklin High School and the Franklin Public Library. In August, some ambassadors attended the City's National Night Out as outreach to the community. In September, they spread mulch and repainted the murals at Kayla's Playground. Ex-officio Runte attended Franklin High School's development days. The ambassadors present at the meeting were recognized and thanked for their dedication and hours of volunteering.

**B. Discussion of creation of combined Parks and Environmental Commission.** Associate Planner Ecks reported that the Planning department has responsibility for seven boards/commissions of which some overlap. The Parks Commission has purview over rules of the parks and management of some of the open spaces in the City. The Environmental Commission has purview over a variance process called Natural Resource Special Exception. Should the Commissions be combined? If so, the municipal code would need to be amended. The two Commissions have a shared mission, but the Environmental Commission is having trouble meeting quorum and their meetings are having to be canceled. Two Parks Commissioners expressed it may be difficult to handle both agendas and are concerned the meetings may not accomplish their goals. Associate Planner Ecks will bring forward a sample of the Environmental Commission's agenda to a future meeting. Discussion only, no action taken.

**VI. Next Meeting Date.** December 11, 2023. Commissioner Lance will not be present at December's meeting.

**VII. Adjournment** Commissioner Remington moved and Commissioner Stanley seconded a motion to adjourn the Parks Commission meeting of November 13, 2023, at 7:26 p.m. On voice vote, all voted 'aye', motion carried 5-0-2.