

City of Franklin
Parks Commission Meeting
March 11, 2024
Minutes

Approved
April 8, 2024

I. Call to Order and Roll Call

Chair Michael Wrench called the March 11, 2024, Parks Commission meeting to order at 6:30 p.m. commencing in the Hearing Room at Franklin City Hall at 9229 W. Loomis Road, Franklin, Wisconsin.

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

II. Citizen Comment Period. The citizen comment period opened at 6:31 pm and closed at 6:31 pm. No citizens present for comment.

III. Approval of Minutes – Regular meeting of February 12, 2024

Commissioner Stanley moved and Vice Chair Malecki seconded to approve the minutes of the February 12, 2024 with minor corrections. On voice vote, all voted ‘aye’; motion carried (6-0-0).

IV. Unfinished Business

- A. Update on parks maintenance.** Franklin Woods/Kayla’s Playground is seeing high traffic. One complaint was received regarding a trip hazard at Kayla’s Playground, a child hit his head. Franklin Woods had several trees taken down. Vernon Barg – tennis and Pickleball nets are up. City wide Easter egg hunt will be held on March 30, 2024. A grant has been received for Puetz Trail which may not be complete until 2027 – 2028. Can the City build early and reimburse itself later? A full analysis needs to be completed. Commissioner Remington asked if a sidewalk could be considered from W. Church Street to W. Monastery Drive. This can be reviewed in next year’s budget. 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 took comments from the February Parks Commission meeting to Common Council. He was asked to supply exact verbiage of what is posted in the parks. Copies of the postings were included in the packet. He will take this back to Common Council. Discussion only, no action taken.
- C. Park Facilities Reservations and Permitting Policies. Discussion of reservation policies for league sports and other groups, fees, rules, and policies for parks.**
- i. Pickleball Facility Rental and Reservation Policy - Rental Fees**
 - ii. Park Rules**

A draft sample of a Pickleball and Tennis court reservation policy (created by Vice Chair Malecki) was discussed. There is currently some discrepancy on what is included on the permits as to what the packet displays. The courts may need to be numbered in the future. Vice Chair Malecki will check with other cities on how much they are charging for reserving courts. She will also obtain the names

of different reservation software packages. The sample needs further review. Chair Wrench will review the Outdoor Court policies. Commissioner Lance will review the Hosting a Tournament and Clinics, Lessons, Leagues, and Tournament information. Commissioner Stanley will review weather cancellations and court rental information (left column on page 2 of the draft). Discussion only, no action taken.

- D. 2023 and 2024 Budget. Parks Commission requests for information on park finances.** No updates currently. Principle Planner Ecks is requesting software information. Discussion only, no action taken.
- E. Parks Marketing Materials. Park amenities donation policy and Parks marketing materials including maps, pamphlets, etc.** A QR code will be published in the City of Franklin newsletter with the location of city parks. Vice Chair Malecki went to the February Tourism meeting and requested \$3,200 for printing 500 booklets. It was asked that a map of City parks be displayed in the kiosks in all City parks. Discussion only, no action taken.
- F. Franklin High School Pickleball Club –Resident David Hurst 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.** David Hurst present at meeting. This club started in 2023 with initially 15 members and has grown to 58. It is open to any student in Franklin.

Commissioner Stanley moved and Commissioner Remington seconded to approve a request to reserve Pleasant View Pickleball courts (dates/times above) for the Franklin Public School Pickleball Club contingent on its affiliation with Franklin Public Schools. A letter should be submitted on school letterhead to Principal Planner Ecks. On voice vote, all voted ‘aye’; motion carried (6-0-0).

- G. 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 Rec Department.** Principal Planner Ecks is working with the City Attorney on a draft ordinance. Discussion only, no action taken.

V. New Business

- A. Budget Request for Personnel. Commission proposal to request a new DPW position to coordinate park permitting and other functions.** The current permitting process takes a significant amount of time by the Clerk’s office. The Clerk’s office would like this process to be administered by the Department of Public Works. A personnel request would need a job description. It was suggested that this part-time year-round position would administer permits for the recreation facilities and park pavilions. The applicant should have a high school diploma or GED equivalent, understanding of computer software, basic financial skills, and good organizational skills. The position would require attendance at Park Commission meetings. Chair Wrench will send some information to City Engineer Morrow. Discussion only, no action taken.

- VI. Adjournment.** Commissioner Remington moved and Vice Chair Malecki seconded to adjourn the meeting at 7:22 p.m. On voice vote, all voted ‘aye’; motion carried (6-0-0).