

City of Franklin
Parks Commission Meeting
August 12, 2024
Minutes

Approved
September 9, 2024

I. Call to Order and Roll Call

Chair Michael Wrench called the August 12, 2024, Parks Commission meeting to order at 6:31 p.m. commencing in the Inspection Conference Room at Franklin City Hall at 9229 W. Loomis Road, Franklin, Wisconsin.

Present was Chair Michael Wrench, Vice Chair Kristen Stanley, Alderwoman Courtney Day, Commissioners Mary Remington, Karen Malecki, Cathrine Kosler and Susan Lance. Also present was Principal Planner Marion Ecks, Department of Public Works Kevin Schlueter and Dale Borchardt, non-voting member Ex-Officio Michelle Runte. Excused was Ex-Officio Leah Voss.

II. Citizen Comment Period. The citizen comment period opened at 6:32 pm and closed at 6:32 pm. Jackson Stanley was present and was introduced by Vice-Chair Stanley. Jackson is a local student working on his merit badge in Troop 531.

III. Approval of Minutes – Regular meeting of July 8, 2024

Vice Chair Stanley moved and Commissioner Remington seconded to approve the minutes of the July 8, 2024 meeting with minor corrections. In Unfinished business; Section 4a, corrected spelling of last name to Morrow and corrected spelling in Section E to ‘Aurora’ under trail proposal. On voice vote, all present voted ‘aye’; motion carried (7-0-0).

IV. Unfinished Business

a. Update on parks maintenance.

- Department of Public Works, Dale Borchardt, reported 2-3 City workers have been inundated with daily grass cutting.
- There have been a number of other concerns around City parks including, fixing a roof leak in the bathroom building at Franklin Woods, a baby changing table was damaged, excessive messes in the women’s bathroom at Kayla’s Playground (seen most often during the week) and pressure washing concrete to remove slime.
- There is a group of women patronizing Pleasant View Park and leaving messes of cake, frosting, seeds, etc.. It was asked if there could be park ‘watchers’ for these types of offenders. Suggested was a scout or high school student needing volunteer hours.
- Asked was to add the topic of a campaign regarding Ambassadors to the playgrounds. Ambassadors currently only volunteer May through September (Labor Day) at Kayla’s Playground. It seems when Ambassadors are present, messes are reduced.

- Weekends have heavy traffic in City parks. Commissioner Malecki will do research on volunteers for a Park Watch campaign. This topic should be added to next month's agenda.
- A railing was broken in Lions Legend Park at the Historical Society and has been repaired.
- New parks and trails have been added to Franklin over the years without an increase in park staff. People need to be educated to keep parks clean.

Discussion only, no action taken.

b. Park Facilities Reservation 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

- Commissioner Malecki commented that reservation policy was briefly discussed at the last parks meeting and any needed changes or comments can be emailed to her.
- The tennis/pickleball chart was updated and, once signed off, it will go on the City website.
- New pickleball courts had the remainder of the concrete poured.
- Asphalt path and coating/painting is still pending completion.
- No date at this time when courts will be ready to open.
- Principal Planner Ecks reported a capital request for software has been submitted. As revenue grows the software costs can grow based on transactions. There is a start-up cost for installation and training. 1st year cost can be \$12,000.00. The software reservations package will be discussed further over the winter.

Discussion only, no action taken.

ii. Park Rules – no update.

c. Budget. Parks Commission requests for information on park finances.

Principal Planner Ecks reported she will have a full financial report available at our next parks meeting. Discussion only, no action taken.

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

A map of City parks will be included in the next City newsletter. Commissioner Malecki commented on what a new parks person could be responsible for. Examples: volunteer park opportunities, fund raising, community partnerships, events, web/marketing and grants/ sponsorships. Mayor Nelson commented that he would like to improve the parks. At this time there is a need for reorganization in the City or to raise City taxes. Lisa Heuning can load information to the City website when needed. Director of

Administration, Kelly Hersh, should be copied when requests are made. A QR code could be added to City functions. Discussion only, no action taken.

V. **New Business**

- A. Community Event Engagement** Future involvement in National Night Out, Trunk-or-Treat, Bike Rodeo and other City of Franklin community events.

Parks Commission could participate and share materials at events. Environmental Commission made a list of what they would like to participate in and discuss if they will make representation. Information will be sent to Principal Planner Ecks. There is no budget for printed materials to promote the parks. Trunk-or-Treat is the next City event. Principal Planner Ecks will add community event engagement to the next Parks Commission agenda. Ideally, 1-2 24" x 36" posters could be printed. 501C3 could be used for public donations. Ex-Officio Michelle Runte reported at the next Parks Committee meeting there will be recognition given to the Ambassadors in the parks. Discussion only, no action taken.

- B. Unified Development Ordinance (UDO) Update.** General overview of the UDO. Update Project including discussion of natural resource guidance and off-site restoration options. Project information available at <https://www.hlplanning.com/portals/franklinudo/>

Principal Planner Ecks reported on progress of rewriting the UDO (Unified Development Ordinance) which is a zoning ordinance that also includes Natural Resource Standards, etc... The UDO is currently on the City's webpage which includes descriptions and is also an informational webpage. Work is being done on drafting the Natural Resource Compensation Standards. There are options for developers to compensate for loss of Natural Resources. There will be a series of public hearings on the updated Ordinance. Parks Commission should familiarize themselves with the process. The UDO was last updated in 2004. Focus should be on Park P1 Zoning (**see link above**). Send any suggestions to Principal Planner Ecks. Discussion only, no action taken.

The next Parks Commission meeting is Monday, September 9, 2024

- C. Adjournment.** Commissioner Lance moved and Commissioner Malecki seconded to adjourn the meeting at 7:29 p.m. On voice vote, all voted 'aye'; motion carried (7-0-0).