

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

Chair Michael Wrench called the January 8, 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 and Susan Lance. Absent was Commissioner Owen Poborsky. Also present was non-voting member Ex-Officio Michelle Runte, Principal Planner Marion Ecks, City Engineer Glen Morrow, Department of Public Works Kevin Schlueter and Dale Borchardt and Finance Director Danielle Brown.

**II. Citizen Comment Period.** The citizen comment period opened at 6:32 pm and closed at 6:32. No citizen comments offered.

**III. Approval of Minutes – Regular meeting of December 11, 2023**

Commissioner Stanley moved and Commissioner Remington seconded a motion to approve the minutes of the December 11, 2023, as amended. On voice vote, all voted ‘aye’, motion carried 6-0-1.

**IV. Unfinished Business**

**A. Update on Parks maintenance.** Department of Public Works, Dale Borchardt reported that the panels at Kayla’s playground have been repainted. City Engineer Morrow added that an appointment is needed to discuss replacing the flooring at Kayla’s playground. Brush/Buckthorn removed from Ernie Lake. Rentals for 2024 start on January 13, 2024. 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.** A local police officer attended last month’s meeting to talk about intent of the Ordinance. The Ordinance is be used only as a tool for persons abusing the privilege of pavilion usage. The Police department will not search for people without permits using the pavilion unless complaints are received. Currently there is scheduled clean up after rentals, but not after non-permitted use. Staffing for clean-up is not scheduled if the pavilions are not rented. People that clean up and put trash in the proper bins essentially leave garbage for racoons or animals. Perhaps something could be added to the pavilion signage noting use of pavilions is not in compliance with the posted rules is prohibited. Altering pavilions or littering is prohibited and subject to fines. Ex-officio Runte commented that there are already pavilion rules posted and appear to be redundant of what is already available. Use of pavilions not in accordance with posted rules on the signage is prohibited. Police department may ask for identification for non-permitted patrons to ensure compliance of park rules. The posted signs at parks should apply to non-reserved pavilions, as well as the those that have reservations. City Engineer Morrow will present this language to the City Attorney and will take it 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.** There are 5 requests to reserve Pickleball courts. Requestors were not present at the meeting. One request is for every Tuesday and Thursday from 5:00 pm until sunset at Pleasant View park and from when the

Pickleball nets go up in spring until they are taken down in fall. Another request is from someone who started a Pickleball club with Franklin High School students. Complaints are being received by the Recreation Department and by City Hall that they cannot get court time. Chair Wrench noted that he has a concern with private groups requesting court reservations. Currently there is no software to reserve courts. **The draft policy, discussed at a previous Parks Commission meeting, has not been approved or finalized.** The Recreation Department needs to be followed up regarding reservations. Discussion only, no action taken.

- D. 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.** There was no update regarding permit software from Principal Planner Ecks. Budget has been completed without specific Capital recommendations. City Engineer Morrow will discuss Kayla's playground with DPW Kevin Schlueter, and Ex-Officio Runte. Alderwoman Day will follow-up to verify if funds are available to complete the project. The playground would need to be shut down for the flooring removal and replacement. This may take up to 3 weeks to complete the work. Discussion only, no action taken.
- E. Parks Marketing Materials – Park amenities donation policy and Parks marketing materials including maps, pamphlets, etc..** Principal Planner Ecks reported that the brochure worked on by Vice Chair Malecki and Commissioner Stanley is going to Common Council for approval. Once approved, it will be added to the City website and will be posted in the City Clerk's office. Discussion only, no action taken.
- F. Update on trail Projects, including South 116<sup>th</sup> Street, St. Martin of Tours, West Forest Home Avenue, West Church Street, State Highway 100, Ryan Creek, and Cascade Creek Park.** South 116<sup>th</sup> Street - trail crosses some railroad ties and arsenic has been found in this soil. Engineer Morrow reported he has received approval from Common Council to pay a consultant additional funds for further testing of arsenic levels. St Martin of Tours – the church is waiting on a decision from the City and will discuss plans at a later date. A meeting will be held with the City to determine what can be completed this year and consult with Finance. Ryan Creek Trail – developer is trying to donate land to the City of Franklin, but the donor has a 'high valuation' of the land. There has been no outcome. Park impact fees – will be reviewed on where to start using them in 2024. On January 11, 2024, there will be a meeting at the Franklin Public Library for residents to discuss the trail that will run along Loomis Road to St. Martins trail. Discussion only, no action taken.
- G. Discussion of creation of a combined Parks and Environmental Commission. Scope and purpose of combined commissions, including areas of policy oversight, role in park administration, land conservation and natural resource protection.** A handout, dated January 8, 2024, Proposed Consolidation of Parks Commission and Environmental Commission, was distributed and discussed. Parks Commission falls under State Statutes and Municipal Ordinances. Environmental Commission does not have a similar enabling law at the state level. Prior history up until 2000 had both Commissions as combined. A combined Commission would be responsible for both parks and environmental duties. Principal Planner Ecks will be meeting with the Recreation department director to discuss some of the concerns at Parks Commission meetings. It was asked if the parks commission or a combined commission should have a representative in attendance from the Recreation department. Environmental Commission currently has three openings. Both Environmental Commission and Parks Commission have expressed the same concerns regarding combining the two Commissions. Discussion only, no action taken.

## V. New Business

- A. 2024 Concerts in the Park. Request by Douglas Scherrer, on behalf of Franklin Park Concerts, Inc., for the use of Lions Legend Park band shell for free summer concert series, from 12:00 p.m. to 4:30 p.m., on the following dates: June 30, 2024, July 28, 2024, August 11, 2024, and August 25, 2024.**

Commissioner Stanley moved and Vice Chair Malecki seconded a motion to approve the request. On voice vote, all voted 'aye', motion carried 6-0-1.

- B. Franklin Recreation Department Pickleball Leagues. Franklin School District Community Education and Recreation Department's request to reserve the pickleball courts at Vernon Barg Park, located at 8717 West Drexel Avenue, for spring, summer and fall 2024 programs. Requested dates are for Monday through Thursday evenings, 5:30 p.m. to 8 p.m., April 15, 2024 through October 19, 2024, and Saturday mornings, 9:00 a.m. – 11:30 a.m.**

Commissioner Lance moved and Commissioner Stanley seconded a motion to approve the request. On voice vote, all voted 'aye', motion carried 6-0-1.

- C. Franklin Recreation Department Youth Tennis. Franklin School District Community Education and Recreation Department's request to reserve the tennis courts at Ken Windl Park, located at 11615 West Rawson Avenue, Monday through Friday (Fridays are rain dates), 9:00 a.m. to 12:00 p.m., for youth tennis spring and summer 2024 programs, June 17, 2024, through June 28, 2024; July 8, 2024, through July 19, 2024; and August 5, 2024 through August 16, 2024.**

Commissioner Lance moved and Commissioner Stanley seconded a motion to approve the request. On voice vote, all voted 'aye', motion carried 6-0-1.

- D. 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.** Chair Wrench has further questions and needs additional information regarding this request. Are these high school students, faculty/staff, who are invited to play? Are there fees being collected? Discussion was tabled, no action taken.

- E. Resident Pickleball Leagues. Tina Raduege requests to reserve the pickleball courts at Pleasant View Park, located at 4620 W Evergreen St. for resident pickleball leagues. Requested dates are for Tuesday and Thursday evenings, 5:00 p.m. to sunset, for the duration that the nets are up.** Commissioner Stanley recommended the request be taken back to the Recreation Department for possible expanded competitive/advanced league play. The request limits itself to a private group, not open to the public.

Commissioner Stanley moved and Commissioner Remington seconded a motion to deny the request. On voice vote, all voted 'aye'; motion carried 6-0-1.

**F. Department Director & Policy overview for Commission** – Principal Planner Ecks led a discussion on whether the structure of the Commission can be changed to better serve the City and Parks Commission. Currently, the Parks Commission falls under City Engineering and Department of Public Works. The Planning department responsibilities is creating agendas and implementing the CORP. Principal Planner Ecks recently identified the Ordinances that originally created these Commissions and it refers to having a Parks Director. Principal Planner Ecks also reported she does not believe she is the correct person to represent this Commission. Given the volume of requests, is a Director needed as a central point of contact to coordinate specific items related to City parks, working with other Commissions, City Engineering, the Clerk’s office and Department of Public Works. Discussion to continue at a future meeting. Principal Planner Ecks will bring more information to the next meeting. Discussion only, no action taken.

IV. **Next Meeting Date.** February 12, 2024

V. **Adjournment.** Chair Wrench moved to adjourn the Parks Commission meeting of January 8, 2024 at 8:20 p.m.. On voice vote, all voted ‘aye’, motion carried 6-0-1.