

City of Franklin
Parks Commission Meeting
July 8, 2024
Minutes

Approved
August 12, 2024

I. Call to Order and Roll Call

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

II. Citizen Comment Period. The citizen comment period opened at 6:32 pm and closed at 6:32 pm. No citizens present for comment.

III. Approval of Minutes – Regular meeting of June 10, 2024

Commissioner Stanley moved and Commissioner Remington seconded to approve the minutes of the June 10, 2024, meeting. On voice vote, all present voted ‘aye’; motion carried 6-0-1.

IV. Unfinished Business

a. Update on parks maintenance.

Department of Public Works, Dale Borchardt, reported much of the month’s work was at Kayla’s playground with work being done on the flooring. The City was also being readied for the July 4th celebrations at Lions Legend Park. Ex-Officio Runte thanked those that attended the reopening of the playground on July 1, 2024. The City has 20 ambassadors (13 of which are educators). There is an ambassador in the park daily. City Engineer Morrow reported on Pete’s Pathway, for which a grant has been received. Six consultants have submitted qualifications and 2 Alderpersons have been requested to review and grade the qualifications. It was requested that a volunteer from Parks Commission help with non-partisan evaluation of the qualifications. Commissioner Stanley will provide feedback of the consultant qualifications/approach. Principal Planner Ecks will pull information on pedestrian pathways and send to City Engineer Morrow. 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

Principal Planner Ecks reported there hasn’t been a demonstration of the different software programs. Future discussion needs to take place about what reservations and fees should be set for rentals. There was past discussion on reservations and fees but nothing was finalized. It was asked what software capabilities are needed. Principal Planner Ecks has had one demo of Civic Plus. Some fees are structured on revenue. It was requested that Commissioners send Principal Planner Ecks suggestions on what capabilities are needed in a software program. Some suggestions regarding software were: how to pay online, ability to do same day reservations, cancellations, reports, security, program support, residents vs non-resident fees and how many courts can be reserved at a time. 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 needs to obtain an update from the Finance department for 1st Quarter of 2024. She is working on software costs and a potential purchase. Discussion only, no action taken.

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

At the last meeting it was mentioned to post marketing materials online regarding the City’s tennis and pickleball court locations. Vice Chair Malecki brought a handout which was reviewed. Recommended changes – remove rental information. Regarding paper schedules- language should be changed and a paper schedule will be posted at the court entrances. Schedules may be subject to change, under clinics, lessons, open play, leagues and tournaments – remove clinics and tournaments. Add special use/event court requests should be directed to the Clerk’s office or to the Parks Commission. Under Questions, add – ‘For more information’ before the website address. Somewhere on the document it should be noted that there should be no lowering/adjustments of the court nets. Principal Planner Ecks will follow-up regarding adding the park rental packet to the website. August 5, 2024 is National Night Out. It was asked if a copy of the park location map could be at a table, perhaps with the Health department. A ‘QR’ code could be used for people to scan into their phones to get a copy of the map of the parks. Discussion only, no action taken.

e. **Aurora Trail Proposal.** Discussion of proposed trail at 9200 W. Loomis Rd to connect with future “Water Tower” park at 8120 S. Lovers Lane Rd.

City Engineer Morrow reported the land behind Aurora is a wetland. The proposed connection would connect the condos and a pathway to ‘Water Tower’ Park. Park impact fees may be used. Having donors is conceptual. Currently, neither Ducks Unlimited nor Aurora have committed funding. It was asked if the church would want to loop into the trail.

Commissioner Stanley moved and Commissioner Remington seconded to take the proposal to Common Council to develop a trail at 9200 W. Loomis Road to connect with future Water Tower Park at 8120 S. Lovers Lane Road. On voice vote, all present voted ‘aye’; motion carried 6-0-1.

V. **New Business**

A. **Rec Department Use of New Courts.** Request by Franklin Community Education & Recreation Department for use of the new Pickleball Courts starting as soon as completion. April – October Monday through Thursday 5:30 – 8 p.m. and Saturdays 9am – 12pm.

It is hopeful the courts will be ready by the end of July. Rain has delayed progress.

Commissioner Lance moved and Commissioner Remington seconded approval of the Recreation department to use the new Pickleball courts as soon as completed. On voice vote, all present voted ‘aye’; motion carried 6-0-1.

- B. Request for food truck.** Request by Franklin resident Jenny Butenhoff and Jeff Nowak to have a food truck at Pleasant View Pavilion from 11 a.m. to 9 p.m. on Saturday, September 21, 2024 for a private event.

The request is for a food truck to serve guests at a private event only. The truck will be present for approximately 2 hours. There will be no charge to guests and food will not be available to the public. Normally food trucks are not allowed in parks. The truck should park on the north end of the parking lot and a sign should be present notating this is a private event. The requestors should work through the Health department to verify that the food truck has a current license and has passed inspection to sell in Franklin. The applicant will also be required to obtain a Temporary Use permit which will require administrative review by Planning staff. Principle Planner Ecks will bring back confirmation of same.

Commissioner Stanley moved and Commissioner Lance seconded a conditional approval given as a 1-time exception to policy for catering by a food truck at this private event. On voice vote, all present voted 'aye'; motion carried 6-0-1.

C. Election of a Chairperson

Commissioner Stanley Moved and Commissioner Remington seconded to re-elect Michael Wrench as Chairperson. On voice vote, all present voted 'aye'; motion carried 6-0-1.

D. Election of a Vice Chairperson

Vice Chair Malecki voiced that she did not want to continue as Vice-Chairperson. Commissioner Remington moved and Commissioner Lance seconded to elect Kristen Stanley as the new Vice-Chairperson. On voice vote, all present voted 'aye'; motion carried 6-0-1.

E. Appointment of a Secretary by Chairperson

Chair Michael Wrench was not present. Vice-Chair Malecki appointed Commissioner Lance to continue as secretary of the Parks Commission.

The next meeting is Monday, August 12, 2024

- F. Adjournment.** Vice-Chair Malecki moved and Commissioner Lance seconded to adjourn the meeting at 7:40 p.m. On voice vote, all present voted 'aye'; motion carried 6-0-1.