

City of Franklin
Parks Commission Meeting
February 17, 2025
Minutes

Approved
March 10, 2025

I. Call to Order and Roll Call

Vice Chair Kristen Stanley called the February 17, 2025 Parks Commission meeting to order at 6:30 pm commencing in the Community Room at 9229 W. Loomis Road, Franklin, Wisconsin.

Present was Vice Chair Kristen Stanley, Commissioners Mary Remington, Cathrine Kosler, Karen Malecki, Susan Lance, Alderwoman Courtney Day, non-voting members Ex-Officio Michelle Runte (arrived at 6:32) and Leah Voss, Principal Planner Marian Ecks, Department of Public Works Kevin Schlueter and Dale Borchardt, Mayor John Nelson and Alderwoman Michelle Eichmann. Excused was Chair Michael Wrench.

II. Citizen Comment Period

The citizen comment period opened at 6:31 pm and closed at 6:31 pm. No comments received.

III. Approval of Minutes

a. Approval of regular meeting minutes of January 13, 2025

Commissioner Reminton moved and Commissioner Malecki seconded to approve the minutes of the January 13, 2025 meeting. On voice, all voted 'aye'; motion carried (6-0-1).

IV. Unfinished Business

g. Discussion of 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.

The Common Council adopted a motion to amend the Municipal Code to add the duties of the Environmental Commission to the Parks Commission effective May 1, 2025. The new commission will be Parks and Environmental Commission. Principal Planner Ecks distributed a memo dated February 17, 2025 which contains information on the change, planning review, membership, and areas of work. Updates will be made to the City's website. Currently, topics of commission meeting discussions often overlap between Parks Commission and Environmental Commissions. One example of overlap is discussion regarding invasive species, Buckthorn. Updates will be needed regarding record retention for both commissions. There remains an open question about who the City's Parks Director is and who is responsible for policy work. The combined Commission will hold 1 alderperson and 6 resident voting members, and the same Ex-Officio members. Two current members of the Parks Commission are leaving (Commissioners Malecki and Kosler). The Environmental Commission will ask for volunteers to join Parks Commission. The City is the owner of many natural resources. The CORP includes many conservancy areas. Franklin city staff will offer clarifications

of environmental issues. The Environmental Commission currently does not meet monthly due lack of quorum. The newly combined commission will meet on Monday evenings during the current Parks Commission meeting schedule. The agenda items will be streamlined and organized for combined meetings. Administrative paperwork will be provided to the Commission. The Plan Commission has been working on the noise issue (ROC complaints) and the Ordinance is being updated (ROC issue) by the Planning department, not Environmental Commission. Principal Planner Ecks recommended once Commissions are combined they review the agenda items and how to discuss topics at future meetings. Vice Chair Stanley asked if members of the Commissions would need to be sworn in again once they are consolidated. This will need follow-up. Vice Chair Stanley also requested if the Environmental Chair moves over then that person be made Co-Chair of the combined Commission and she would step down from her current duties as Chair. Discussion only, no action taken.

V. New Business

- a. **Franklin Rec Department League Reservations Requests – Pickleball – Request to reserve the new Lions Legend courts April 21 – October 11, Monday through Thursday from 5-8 p.m. and Saturdays from 9 a.m. – 12 p.m. (spring outdoor – April 21 through June 7; Summer outdoor June 9 through August 30; and Fall outdoor Sept 3 through Oct 11).**

A long discussion was held on this topic. Alderwoman Eichmann would like to see a 5:30 p.m. start time. She has been receiving complaints from residents and would like to see a decrease in them. Kevin Schlueter, DPW, reported he receives resident complaints that they cannot get a court and can only reserve it through the Rec department. It was asked that the time and day of rec play be added to the City website to show they are reserved. Residents are given preference for early sign up for league play for one full week prior to opening sign-up to non-residents. There are many courts in Franklin for residents to play vs the new City courts at Lions Legend Park. Other courts available are; Pleasant View Park, Ken Windl, Vernon Berg and Froemming county courts. Call volume complaints may go down once citizens are aware of the other resources in the City. Some of the City parks do not have park signs and the park cannot be seen from the road, so citizens are not aware they are there. This can be discussed on the Annual Parks Tour. Alderwoman Eichmann asked that something be added to the City parks website regarding times/days the courts are reserved for play. The document Commissioner Malecki created needs to be added to the website and be available for resident viewing so they are aware of where courts are and times/dates they are open or reserved.

Vice Chair Stanley moved and Commissioner Remington seconded a motion to move the start time to 5:30 p.m. – 8:00 p.m., Monday-Thursday, on the dates noted above and that Mayor Nelson will continue conversations with the School Board on the potential of sharing of the Rec fees for court maintenance. On voice vote, all voted ‘aye’; motion carried (6-0-1).

IV. Unfinished Business

a. Update on parks maintenance.

Dale Borchardt, DPW, reported that they continue to clean/cut brush on the trails. Trails are being plowed of snow for walking. Discussion only, no action taken.

b. Parks Marketing Materials. Marketing materials including maps, pamphlets, etc.

Commissioner Malecki reported a map of the parks is on the City of Franklin website. She provided a handout (Park Rentals) that includes the new park rental fees. The new Community Park Watch logo was reviewed. Permit rules and Regulations: number 14 needs editing for accuracy. She will combine what is currently on the signs at the parks into the pamphlet. No bounce houses allowed (she will update the document). The topic of park rules, regulations and fees should be added to the agenda annually for any needed changes (September). Printed copies should be made available in the Franklin library, Clerk's office and in the Community Room of City Hall.

Aldерwoman Day moved and Commissioner Remington seconded a motion to accept all revisions to marketing materials. On voice, all voted 'aye'; motion carried (6-0-1).

c. Community Event Engagement. Involvement in Arbor Day, National Night Out, Trunk-or-Treat, Bike Rodeo and other City of Franklin community events.

Arbor day will be celebrated in Franklin on May 3, 2025. The City Forester will be available for distribution of tree seedlings. They will choose which trees are distributed to the public. If Parks Commission wants to distribute anything it is suggested to do so on this date.

Tabled discussion to an upcoming Parks Commission meeting to discuss what can be distributed by Commissioners and who is available to attend. Discussion only, no action taken.

d. Friends of Park / Park Watch. Discussion of the creation of park watch or park cleanup group.

Tabled discussion until May 1, 2025. Add neighborhood watch logo into the City newsletter. This will be a combined meeting with Environmental Commission. Discussion only, no action taken.

e. Park Signage. Maintenance and updates to park signage and kiosks in Lion Legend Park, Franklin Woods and Kayla's Playground; "no motor vehicles" signs.

Dale Borchardt, DPW, reported 3 kiosks at Kayla's Playground / Franklin Woods have been removed. Discussion on the addition of removable signs at Tour of Parks meeting. Commissioner Malecki will email or bring sample framing to the next Parks Commission meeting. Discussion only, no action taken.

f. 2025 meeting schedule. Spring Tour of Parks.

The annual Tour of Parks meeting will be held at 9:00 a.m. on Saturday, May 17, 2025. At the March meeting, discussion will be held of which parks to visit.

Vice Chair Stanley moved and Commissioner Lance seconded a motion to hold the Spring Tour of Parks meeting on Saturday, May 17, 2025. On voice vote, all voted 'aye'; motion carried (6-0-1).

V. New Business

b. Franklin Rec Department Pickleball Amenities Requests. Wind screen status, proposal to install permanent paddle holders on the courts – purchased by the Rec, and discussion on signage on the new courts.

The paddle holders would be hung on the outside of the fencing. Kevin Schlueter, DPW, reported that the winds screens have been purchased. He was asked to send the invoice to Ex-Officio Voss. Discussion on whether some of the portable nets the Rec department owns could be donated to the City. Four nets would be needed at Vernon Berg. Discussion only, no action taken.

c. Franklin Rec Department League Reservation Requests – Youth Tennis – Request to reserve Ken Windl Tennis Courts June 16 – July 17 Mondays through Thursday from 8:30 a.m. – 12 p.m.

Vice-Chair Stanley moved and Commissioner Lance seconded a motion to approve the requested dates and times noted above. On voice vote, all voted 'aye'; motion carried (6-0-1).

d. Saputo Donation Sign for Kayla's Playground. Review of proposed sign acknowledging Saputo's support for new playground floor.

There is language and a draft for a sign. Ex-officio Runte reported that it was approved by the HR staff of Saputo. Lake Country will make the sign. The cost is \$322 for a 30" x 30" sign. A paper copy of the sign was distributed to participants of the meeting. The sign will remain for 10 years. It was asked to increase the font of the word 'Legacy'. Alderwoman Day will talk with the City's finance director regarding funds for the sign.

Vice-Chair Stanley moved and Alderwoman Day seconded a motion to request \$322 from the Finance Director for a Saputo sign for their donation to Kayla's Playground. On voice vote, all voted 'aye'; motion carried (6-0-1).

VI. Adjournment.

Vice Chair Stanley adjourn the meeting at 8:02 p.m.

The next Parks Commission meeting will be held on March 10, 2025.