

**CITY OF FRANKLIN
PARKS COMMISSION REGULAR MEETING**

**TUESDAY, FEBRUARY 18, 2020 – 6:00 P.M.
FRANKLIN CITY HALL – COMMUNITY ROOM
9229 WEST LOOMIS ROAD, FRANKLIN, WISCONSIN 53132**

AGENDA

I. CALL TO ORDER AND ROLL CALL

II. CITIZEN COMMENT PERIOD

III. APPROVAL OF MINUTES

A. Regular Meeting Minutes of January 13, 2020

IV. UNFINISHED BUSINESS

A. Update on parks maintenance.

B. Update on the Pleasant View Park Site Plan.

C. Pleasant View Park Pavilion Permit.

D. Update on the aeration and lighting at Ernie Lake (8000 South Chapel Hill Drive).

E. Status of park rules signage for Kayla's Playground located at 3723 West Puetz Road and Pleasant View Neighborhood Park Pavilion located at 4620 West Evergreen Street.

V. NEW BUSINESS

A. Overview of Kayla's Playground Ambassador (volunteer) program.

VI. NEXT MEETING DATE

VII. ADJOURNMENT

Notice is given that a majority of the Common Council may attend this meeting to gather information about an agenda item over which they have decision-making responsibility. This may constitute a meeting of the Common Council per *State ex rel. Badke v. Greendale Village Board*, even though the Common Council will not take formal action at this meeting.

Notice is given that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information, please contact the Franklin City Clerk's office at (414) 425-7500.

CITY OF FRANKLIN
PARKS COMMISSION MEETING
MINUTES
January 13, 2020

unapproved

CALL TO ORDER

- I. Chair Anthony Megna called the January 13, 2020 Parks Commission meeting to order at 6:30 p.m. in the Council Chambers located at 9229 W. Drexel Avenue, Franklin, Wisconsin.

Present were Chair Megna, Vice Chair Musolf, Commissioners Remington and Wrench and Alderman Nelson and Ex officio member Michelle (Shelly) Runte. Excused was Commissioner Lucchesi. Also present were Assistant Planner Marion Ecks, City Engineer Glen Morrow, Alderwoman Wilhelm, and Director of Administration Mark Lubberda.

CITIZEN COMMENT PERIOD

- II. The citizen comment period was opened at 6:32 p.m. and closed at 6:32 p.m.. No citizens were present.

APPROVAL OF MINUTES

Regular meeting minutes of December 9, 2019.

- III. Alderman Nelson moved and Commissioner Remington seconded approval of the minutes for the Regular meeting held December 9, 2019 as presented. On voice vote, all voted 'aye'. Motion carried (5-0-1)

UNFINISHED BUSINESS:

Update on parks maintenance.

- IV.
 - A. Tabled.
 - B. Discussion only. No action taken.

Parks, playgrounds, and land for athletic fields impact fees: impact fees expenditure use schedule time limit requirements; impact fees needs assessment through current and fees amounts in relation thereto; public improvements for which impact fees are available for funding; types of funding available for public improvements capital costs in conjunction with the use of impact fees.

Parks 2019 revenue and expenditures

- C. Discussion only. No action taken.

Pleasant View Park Site Plan

D. Discussion only. No action taken.

NEW BUSINESS

Playground equipment for senior citizens (request of Mayor Olson).

V.
A. Discussion only. No action taken.

Franklin Community Education and Recreation Department request to reserve the pickleball courts, at Lions Legend 2 park, on Wednesday nights (5-8 PM) for pickleball play for spring, summer, and fall 2020 programs April 23, to October 14, 2020.

B. Vice Chair Musolf moved and Commissioner Wrench seconded a motion to approve Franklin Community Education and Recreation Department request to reserve the pickleball courts, at Lions Legend 2 park, on Wednesday nights (5-8 PM) for pickleball play for spring, summer, and fall 2020 programs April 23, to October 14, 2020. On voice vote, all voted 'aye'. Motion carried (5-0-1).

Franklin Community Education and Recreation Department presentation: General Overview of 2020 Franklin Community Education and Recreation Department Programming in City of Franklin Parks.

C. Discussion only. No action taken.

Franklin Community Education and Recreation Department request to reserve two (2) Lions Legend Tennis Courts to conduct summer tennis lessons specifically for the Franklin Community and waiver of fees for the following dates. All lessons are from 8:30 AM – 12:30 PM: Monday – Thursday June 15 – June 25 (Rain Dates: Friday, June 19 & 26); Monday – Thursday July 6 – July 16 (Rain Dates: Friday, July 10 & 17); Monday – Thursday July 20 – July 30 (Rain Dates: July 24 & July 31).

D. Commissioner Remington moved and Vice Chair Musolf seconded a motion to approve Franklin Community Education and Recreation Department request to reserve two (2) Lions Legend Tennis Courts to conduct summer tennis lessons specifically for the Franklin Community and waiver of fees for the following dates. All lessons are from 8:30 AM – 12:30 PM: Monday – Thursday June 15 – June 25 (Rain Dates: Friday, June 19 & 26); Monday – Thursday July 6 – July 16 (Rain Dates: Friday, July 10 & 17); Monday – Thursday July 20 – July 30 (Rain Dates: July 24 & July 31). On voice vote, all voted 'aye'. Motion carried (5-0-1).

Trails update: Milwaukee County Parks / Oak Leaf Trail Extension; 116th Street trail grant funding application.

E. Discussion only. No action taken.

Pleasant View Park Pavilion Permit and Fees.

F. Discussion only. No action taken.

NEXT MEETING DATE

VI. February 10, 2020

ADJOURNMENT

VII. Alderman Nelson moved and Commissioner Wrench seconded to adjourn the Parks Commission meeting of January 13, 2020. On voice vote all voted 'aye'. Motion carried (5-0-1).

DRAFT

City of Franklin

Department of City Development

Date: February 13, 2020
To: City of Franklin Parks Commission
From: Department of City Development – Assistant Planner Ecks
RE: Pleasant View Park Pavilion Permit

I regret that I am unable to attend the Commission's February meeting.

The attached draft permit is for the review and approval of the Parks Commission. The Pavilion is scheduled to be available for rentals by the public on June 1, 2020.

In order to meet printing and distribution deadlines to implement the permit for this date, the commission must finalize the permit no later than their March meeting, currently scheduled for March 9, 2020.

DPW staff produced this draft permit, which mirrors the permit for Ken Windl's park pavilion, with two distinct changes: Wording about range & refrigerator were removed. Wording was added in about indoor/outdoor garage doors added to both page 1 & 2 (see highlighted).

One proposed change to the current draft is the following:

- Replace highlighted section with: "Indoor/Outdoor overhead garage doors will be opened and closed by Franklin Public Works, subject to weather conditions."

Ms. Runte has agreed to take notes on changes to the permit during the meeting. If she is unable to attend, I would appreciate if a member can take notes and communicate necessary changes to me.

MX



PAVILION PERMIT

PLEASANT VIEW PARK

Pleasant View Pavilion
4620 W Evergreen St, Franklin, WI 53132

THIS PERMIT MUST BE POSTED AT PAVILION ON DAY OF PICNIC RESERVATION

- * This permit entitles you to the following items: Use of the indoor/outdoor pavilion (limit 50 persons), electricity, picnic tables and water. **Playground equipment and tennis courts must be shared with the general public.**
- * No refunds are allowed unless requested in writing at least thirty (30) days before the park permit date. **There will be a \$25 cancellation fee for April 1st through November 30th rentals. For December 1st through March 31st rentals, there will be no cancellation fee if rescheduled due to weather. If staff efforts were made to accommodate the rental prior to notification, a \$25.00 cancellation fee will be charged.** Notification is to be given with the foresight that DPW will have the facility ready for use by 9am. Rescheduling notification is to be given as soon as possible to the Clerk's office, or Police Dept. if after 5pm on weekdays. Park permit fees are based on attendance and are set by the Park Commission. **A security deposit of \$100.00 is required for all locations.**
- * Rides, games, tents and other equipment are not permitted on park property unless indicated on park permit. **Mechanical rides, dunk tanks, bounce houses, etc. must obtain a separate Entertainment and Amusement License,** which must be approved by the Licensing Committee and the Common Council. Inspections will be made prior to the event by the Electrical, Building and Fire departments. Tents cannot be erected prior to contacting the city and shall be subject to inspection.
- * Parking is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, except for five (5) minutes for unloading and pick-up periods only.
- * No staples, tape or thumb tacks are to be used in park pavilion. If removal of such is required after your rental you will be charged for damages and the amount will be deducted from your deposit.

Please note that the pavilion is available from 9:00 am to 9:00 pm. All decorating, set-up and clean-up must be done within your rental time. **Indoor/Outdoor overhead garage doors MUST be closed and locked upon completion of rental.**

Please pick up the key for the Pleasant View Pavilion at the Franklin City Hall-City Clerk's Office, 9229 West Loomis Road, Monday thru Friday, 8:30 a.m. – 5:00 p.m., no more than 4 business days before your reservation. Call 414-425-7500 for additional information.

PLEASE PRINT

Name/Type of Group: _____

Permit Holder: _____ Type of Activity: _____

Address: _____ City: _____ Zip: _____

Telephone Number: _____ Business Phone: _____

Summer Rental: Number in Group: 1-50 Resident/\$125 Non-Resident/\$175
 Winter Rental: Number in Group: 1-50 Resident/\$225 Non-Resident/\$350

(Note: Groups exceeding the number specified on permit will be subject to additional fees. Parks will be monitored by park personnel)

\$100 security deposit (refundable after Council approval)

Beer, wine & alcohol consumption only. Sale of same not permitted.

Date: _____ Time: _____ am to _____ pm (Pavilion is available from 9:00 am to 9:00 pm)

I have read, understand, and agree that the area and facilities will be used in accordance with the ordinances, rules, and regulations of the City of Franklin Common Council and the Park Commission. Please read rules and regulations on the reverse side before signing.

Signature: _____ Date: _____

In case of emergency, or to report any problems on the day of your reservation, please call

City of Franklin Police Department (414-425-2522)

and / or, Monday thru Friday from 7:00a.m. – 3:30p.m., City of Franklin Park Staff (414-425-2592)

For Office Use Only

APPROVED REJECTED DATE: _____

Check No. _____

Permit Fee: \$ _____
 Band Shell Fee: \$ _____
 Plus Deposit: \$ _____ 100.00
TOTAL: \$ _____

Approved by: _____

White - Administration Yellow - Applicant

Make Checks Payable to: CITY OF FRANKLIN

PERMIT RULES AND REGULATIONS FOR USE OF FRANKLIN PARKS

As residents, we share and enjoy over 150 acres of parks. We also share in a major responsibility to preserve and properly use our public facilities. Knowledge of, and adherence to, park rules and regulations will help create an awareness and appreciation of our valuable park and recreation investment.

1. Pavilion rental is available from 9:00 am to 9:00 pm. All decorating, set up and clean up must be done within your rental time. **Indoor/Outdoor overhead garage doors MUST be closed and locked upon completion of rental.**

2. Beer, wine and alcohol consumption is not allowed unless authorized and indicated on park permit. Sale of same is not permitted.

3. No commercial sales, for profit, of any kind are allowed on park property. Solicitations, donations or contributions are not permitted, except where authorized by permit.

4. Live music is prohibited unless indicated on park permit. Both canned and live music cannot exceed 55 decibels from point no greater than 150' from point of sound origin, including use of radios, stereos, karaoke and other audio devices per City Ordinance.

5. No telephone reservations are accepted.

6. A pavilion permit is required to reserve the pavilion and picnic areas. Rides, games, tents and other equipment are not permitted on park property, unless indicated on park permits. Mechanical rides, dunk tanks, etc. must obtain a separate entertainment and amusement license, which must be approved by Licensing Committee and the Common Council. Inspections will be made prior to event by the electrical, building and fire departments. Tents cannot be erected prior to contacting the City and shall be subject to inspection.

7. Fires may only be started and maintained in proper receptacles, such as grills, and can be used for food preparation only. Ground fires are not allowed at anytime.

8. Parking is permitted in designated parking lot or road areas only. Cars and other vehicles are not permitted in park areas, except for five (5) minutes for unloading and pick-up periods only.

9. Litter and other waste must be deposited in proper City garbage receptacles. Failure to comply will result in future denial of park permit requests and could result in a fine. Dumping of any waste matter, of any kind, is prohibited in any City Park or public property.

10. No refunds are granted unless requested in writing at least thirty (30) days prior to park permit date. There will be a \$25 cancellation fee for April 1st through November 30th rentals. For December 1st through March 31st rentals, there will be no cancellation fee if rescheduled due to weather. If staff efforts were made to accommodate the rental prior to notification, a \$25.00 cancellation fee will be charged. Notification is to be given with the foresight that DPW will have the facility ready for use by 9am. Rescheduling notification is to be given as soon as possible to the Clerk's office, or Police Dept. if after 5pm on weekdays.

11. Overnight camping is prohibited.

12. Motorized vehicles, including off-street and/or recreational vehicles, are not permitted, unless otherwise posted.

13. Animals in park areas must be leashed at all times, per City Code. Any animal waste must be removed or deposited in a proper receptacle.

14. Destruction, injury, defacement or removal of city property is prohibited per City Code.

15. Firing or discharge of any projectile in a park is prohibited, per City Code.

16. Games and/or amusements are to be conducted only in the designated area approved by the Park Commission and the Common Council.

17. In case of snow or icy conditions, the City parks trails will not be maintained. The City is not liable if injury occurs.

18. Any form of golf is not permitted in any City Park.

Violation of park/pavilion rules and a violation of local and/or state laws can result in a fine, imprisonment or both. City of Franklin Park Staff (414-425-2592) and/or City of Franklin Police Department (414-425-2522) will implement enforcement of park rules and regulations.

Promote Parks Positively! Thank You For Your Participation and Cooperation