

**CITY OF FRANKLIN
PARKS COMMISSION REGULAR MEETING**

**MONDAY, MARCH 9, 2020 – 6:30 P.M.
FRANKLIN CITY HALL – HEARING 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 February 18, 2020

IV. UNFINISHED BUSINESS

A. Update on parks maintenance.

B. Pleasant View Park Pavilion Permit.

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

D. 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. Discussion of and input into Pleasant View Park Site Plan Update, proposed park features and layout, to be produced by GRAEF. Mike Paulos and Joseph Pepitone of GRAEF will be present.

B. Uniform signage for all parks.

C. Review of Administrative Rules and Procedures and nominating process with regard to the election of a Chairperson, in anticipation of the nomination and selection of a new Chairperson in April of 2020.

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

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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
February 18, 2020

unapproved

CALL TO ORDER

- I. Chair Anthony Megna called the February 18, 2020 Parks Commission meeting to order at 6:00 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. Commissioner Lucchesi arrived at 6:23. Also present were Department of Public Works Kevin Schlueter, City Engineer Glen Morrow and Alderwoman Wilhelm.

CITIZEN COMMENT PERIOD

- II. The citizen comment period was opened at 6:01 p.m. and closed at 6:02 p.m.. No citizens were present.

APPROVAL OF MINUTES

Regular meeting minutes of January 13, 2020.

- III. Commissioner Remington moved and Alderman Nelson seconded approval of the minutes for the Regular meeting held January 13, 2020 as presented. On voice vote, all voted 'aye'. Motion carried (5-0-1)

UNFINISHED BUSINESS:

Update on parks maintenance.

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

Update on the Pleasant View Park Site Plan.

- B. Glen discussed contract. Discussion only. No action taken.

Pleasant View Park Pavilion Permit.

- C. A motion to approve with staff changes on overhead doors.

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

- D. We Energies is working on a quote. Discussion only. No action taken.

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.

- E. Discussion only. No action taken.

NEW BUSINESS

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

- V.
 - A. Discussion only. No action taken.

NEXT MEETING DATE

VI. March 9, 2020

ADJOURNMENT

VII. Alderman Nelson moved and Commissioner Wrench seconded to adjourn the Parks Commission meeting of February 18, 2020 at 7:09 p.m.. On voice vote all voted 'aye'. Motion carried (6-0-0).

DRAFT

Section 3. The City of Franklin's Public Works Superintendent or designee shall provide operations staff support to the Commission.

Article V. Officers

Section 1. The officers of the Commission shall be the Chair, Vice-Chair, and Secretary.

Section 2. The Chair and Vice-Chair shall be elected by and from the Commission resident members.

Section 3. The term of Chair and Vice-Chair shall be from election to the next election. Elections to fill these offices shall be held at the first Commission meeting and the first Commission meeting on or after July 1 of each subsequent year. Elections to fill vacancies will be held at the first Commission meeting after the vacancy occurs.

Section 4. The Chair shall preside at all meetings and hearings of the Commission, and shall have the duties normally conferred by parliamentary usage to such office. The Chair, with the assistance of the City staff ex officio members of the Commission, shall:

- a) Call meetings of the Commission as needed to fulfill the duties of the Commission, and determine the time and place of such meetings.
- b) Prepare agendas for meetings and hearings.
- c) Prepare reports of Commission actions.
- d) Provide notice to all Commission members.
- e) Arrange proper and legal notice of hearings.
- f) Attend to correspondence of the Commission as approved by the Commission.
- g) Determine that the Secretary keeps the official Minutes and records of the Commission.
- h) Determine that all Commission members have these Administrative Rules and Procedures, and such other records as may be necessary for the satisfactory conduct of the duties of Commission member.
- i) Have other duties as may from time to time be assigned by the Commission.

Section 5. When the Chair is unable to preside or fulfill the duties of the Chair, the Vice-Chair shall preside and assume the duties of the Chair until the Chair is able to preside.

Section 6. When the Chair and the Vice-Chair are unable to preside or fulfill the duties of the Chair and a quorum of the Commission is present for a properly noticed and scheduled Commission meeting or hearing, the Secretary may call the Commission to order and shall temporarily preside solely over the selection of a Chair Pro Tempore by and from the Commission members present. Upon selection, the Chair Pro Tempore shall preside and assume the duties of the Chair until the Chair or the Vice-Chair is able to preside.