

**City of Franklin  
Parks Commission Meeting  
December 11, 2023  
Minutes**

**Approved  
January 8, 2024**

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

Chair Michael Wrench called the December 11, 2023, Parks Commission meeting to order at 6:30 p.m. commencing in the Common Council Chambers 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 and Kristen Stanley. Excused was Commissioner Susan Lance. Absent was Commissioner Owen Poborsky. Also present was non-voting member Ex-Officio Michelle Runte, Associate Planner Marion Ecks, Department of Public Works Kevin Schlueter and Dale Borchardt and City Engineer Glen Morrow.

**II. Citizen Comment Period.** No citizens present.

**III. Approval of Minutes – Regular meeting of November 13, 2023**

Commissioner Remington moved and Vice Chair Malecki seconded to approve the minutes of the November 13, 2023 meeting. On voice vote all voted ‘aye’, motion carried 5-0-2.

**IV. Unfinished Business**

**A. Update on Parks Maintenance.**

General discussion. Department of Public Works, Dale Borchardt reported that picnic tables are stacked, wind screens are down, signs are marked for plowing and areas are marked for Buckthorn. Kayla’s panels are now anti-graffiti. 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.**

No opposition from the Franklin Police Department. Proud backing for any additional issues. There is already damage/destruction at property. Currently, there’s no fine or ticketing ability for mess. Focus of Ordinance is on compliance of ‘non-permitted’ persons leaving messes in the park. Complaint based. DPW or citizens, not a focus. Part of IPV. Amend the Municipal Code. Wait for next meeting and print out of Ordinance to vote. Discussion only, no action taken.

**C. 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.**

No update at this time. Table to the January meeting.

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

Materials reviewed by City. Donation policy. Commission asked to push to Common Council. Tabled to the January meeting.

**E. Update on trail projects, including: South 116th Street, St. Martin of Tours, West Forest Home Avenue, West Church Street, State Highway 100, Ryan Creek and Cascade Creek Park.**

City Engineer Morrow reported DOT projects at State Hwy 100, W. Ryan Rd. and W. St. Martins Rd. Future projects: DOT up past Target to W. Monastery (crossing); S. 116<sup>th</sup> Street Trail WE Energies working on transformer system; 6 ft. trail W. St. Martins Rd to W. Rawson Ave.; commercial properties will need assessment; residential properties will be deferred; W. Forest Home trail is open (black asphalt blends well). Impact fees will be reviewed. Discussion only, no action taken.

**F. 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.**

Associate Planner Ecks provided agendas for review. Seven members from Parks + seven from Environmental. Research and then bring it back to Common Council. Looking for vote to move forward. Will provide mandates for next meeting. Discussion only, no action taken.

**V. New Business**

**A. Input session for Preliminary Site Plan of New Park located at 8120 S Lovers Lane Rd. The discussion will be led by consultants from RA Smith.**

Parks developed while towers are being finalized. Consultant from RA Smith gave presentation with maps and pictures of the water tower park site concept.

Next Common Council meeting they will discuss the DOT trail. The asphalt path will be 10 feet wide to comply with ADA (American Disabilities Act). Four pickleball courts and nine-hole disk golf were examples shown. Included is a trailhead, picnic area and benches. There will be eight acres of useable land after all other accommodations are identified.

Considered will be emergency access and accommodate vehicle turn around. Water Tower Park is a placeholder until the park is named by Common Council. Discussion only, no action taken.

**B. Park Facilities Reservation and Permitting Policies. Discussion of reservation policies for league sports and other groups.**

Present was Leah Voss from the Recreation Department. Associate Planner Ecks indicated there is no funding for reservation software budgeted in 2024. She recommended a Citywide solution. Currently, there are two reservation requests submitted.

Work is currently being done at Lions Legend Park, completion by spring.

Priority system for the Recreation Department is district, groups then community.

April is the deadline for the Rec's spring publication.

January's meeting will include discussion regarding fees, park director and Froemming park – 6 courts and pickleball courts. Discussion only, no action taken.

**VI. Next Meeting Date.** January 8, 2024.

**VII. Adjournment** Commissioner Stanley moved and Vice Chair Malecki seconded a motion to adjourn the Parks Commission meeting of December 11, 2023, at 8:11 p.m. On voice vote, all voted 'aye', motion carried 5-0-2.