

**City of Franklin
Parks Commission Meeting
May 8, 2023
Minutes**

**Approved
June 12, 2023**

I. Call to Order and Roll Call

Chair Michael Wrench called the May 8, 2023, 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 were Chair Michael Wrench, Vice Chair Karen Malecki, Commissioners Mary Remington, Kristen Stanley, Owen Poborsky and Alderwoman Courtney Day. Excused was Commissioner Susan Lance and Non-voting member Ex-Officio Michelle Runte. Also present were Associate Planner Marion Ecks, Planning Manager Laurie Miller and Department of Public Works Kevin Schlueter and Dale Borchardt.

II. Citizen Comment Period

The citizen comment period opened at 6:31 p.m. and closed at 6:31 p.m. One citizen present; Former Chair, Tony Megna.

III. Approval of Minutes – Regular Meeting of April 10, 2023

Commissioner Remington moved and Commissioner Poborsky seconded a motion to approve the April 10, 2023 meeting minutes. On voice vote, all voted ‘aye’; motion carried (6-0-1).

IV. Unfinished Business

- A. Update on parks maintenance.** Department of Public Works, Dale Borchardt, stated there is normal operation for summer dog bubblers, spring surge. Lions Legend I has a damaged soap dispenser; Vernon Barg II has damage to the men’s bathroom. Vernon Barg, I had a large group at the pavilion with no permit. Kayla’s Park carousel needs touch up paint. Pleasant View is ready for an asphalt redo. Vernon Barg bridge signs are dirty and bubbling and need attention. Discussion only. No action taken.
- B. 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.** Group discussion regarding recommendations for FY24, capital budget, overall budget, permitting tool, +5-year capital improvement plan 2023-2027. Tasks: Dale Borchardt patches cracks and holes on floor at Kayla’s Park; set priorities for budget by June 2, 2023. SW park planning / part of Ryan Creek Trail; impact fees and Comprehensive Outdoor Recreation Plan update; Have to Associate Planner Ecks by June 2, 2023. Discussion only. No action taken.
- C. Park amenities donation policy and Parks marketing materials including maps, pamphlets, etc..** Group discussion, no printed copy of map, no additional funds for this. Will post on the City’s website. Add QR code in newsletter. FY24 funding for printing.

- D. Little league and/or adult recreation league, youth league and community reservations of sports facilities for baseball and pickleball.** Group discussion, continue with guidelines as this year. Commissioner Lance proposed times, fees, honor system, general rules and cancellation policy. Separation of Park and Recreation department from Clerk's office. Assess fee structure and use survey. Issues discussed: repairs after adverse weather and payment at treasury. If no online, no reservation next season. Planning Manager Miller suggest lottery system. Clerk's office agrees. Online – Commissioner Malecki – permits
- E. Draft ordinance to add Municipal Code Section 183-48D. to prohibit use of City park pavilions without proper authorization.** City Engineer Morrow reports anticipated to go to Common Council will be on next agenda. Discussion only. No action taken.
- F. Request by City of Franklin resident Ken Solis to conduct an invasive species Weed-Out in Franklin Woods Nature Center located at 3723 West Puetz Road.** No update. Associate Planner Ecks sending update volunteer form to Solis.
- G. Request by City of Franklin resident, Jessica Sardina, for use of a 10 foot by 20 foot outdoor patio tent at Lions Legend Park Vernon Barg Pavilion, located at 8717 West Drexel Avenue, for a birthday party on Saturday, June 3, 2023, from 1:00 p.m. to 8:00 p.m.** Commissioner Stanley moved and Commissioner Remington seconded a motion to approve the use of a 10 foot by 20 foot outdoor patio tent at Lions Legend Park Vernon Barg Pavillion with no stakes added. On voice vote, all voted 'aye'. Motion carried (6-0-1).

V. New Business

- A. Request by City of Franklin resident, Ashley Cornell, for the use of the Pickleball courts at an available City of Franklin park (to be determined), for a church group to play every other Friday from 6:30 p.m. to 8:00 p.m. Requested dates are Friday June 2nd, 2023 through Friday, August 25th, 2023.** Options for pickleball courts: Lion's Legend, Vernon Barg, Church Community Outreach, The Ridge and Greenfield at Forest Ridge at IKEA. Also Ken Wendle for June 2nd, 16th and 30th. July 7th, 14th, 21st, 28th and August 4th, 11th, 18th and 25th. DPW, Dale Borhardt proposed a placard provided by Department of Public Works. Chair Wrench, closed to additional requests to reserve for the 2023 season. On voice vote, all voted 'aye'. Motion carried (6-0-1).
- B. Options for online permitting system for park facilities reservations.** Franklin Clerk present. Hard copy calendars are being used currently. Propose motion to IT to add to budget for a part time person. The Recreation department would share existing platform. Budget for separate platforms. Associate Planner Ecks to bring to IT to request cost information.

- C. Election of a Chairperson.** Commissioner Remington moved and Alderwoman Day seconded a motion to reelect Chair Michael Wrench. On voice vote, all voted 'aye'. Motion carried (6-0-1).
- D. Election of a Vice-Chairperson.** Commissioner Stanley moved and Commissioner Remington seconded a motion to reelect Vice Chair Karen Malecki. On voice vote, all voted 'aye'. Motion carried (6-0-1).
- E. Appointment of a Secretary by the Chairperson.** Chair Michael Wrench appointed Commissioner Susan Lance as Secretary. On voice vote, all voted 'aye'. Motion carried (6-0-1).

VI. Next Meeting Date June 12, 2023

VII. Adjournment

Commissioner Poborsky moved and Commissioner Remington seconded to adjourn the Parks Commission of May 8, 2023 at 8:12 p.m. On voice vote, all voted 'aye'; motion carried (6-0-1).