

City of Franklin
Parks Commission Meeting
August 11, 2025
Minutes

Approved
October 13, 2025

I. Call to Order and Roll Call

Vice Chair Alderman Jason Craig called the August 11, 2025, Parks Commission meeting to order at 6:30 pm commencing in the Hearing Room at 9229 W. Loomis Road, Franklin, Wisconsin.

Present was Vice Chair Alderman Jason Craig, Commissioners Amy Serafin, Kristen Stanley, Mary Remington (arrived 6:34 PM) and Susan Lance. Excused was Commissioner Michael Wrench and Chair Jesse Valdez, non-voting members Ex-Officio Michelle Runte and Leah Voss. Also present were Department of Public Works Kevin Schlueter and Dale Borchardt and Assistant Fire Chief Shannon Anthoine.

II. Citizen Comment Period.

The citizen comment period opened at 6:32 p.m. and closed at 6:53 p.m.

Citizen Tim Burch, 7466 S. 46th Street, was present. He commented on the Pleasant View Park conservancy open land that he previously was maintaining by mowing the trails. Department of Public Works recently mowed the trails but they are now 30 feet wide and the clippings were left on the trail. Mr. Burch believes this is too wide and the clippings should not have been left as it is now difficult to walk through. He asked if this is all that will be done or will it be cleaned up? Does the path need to be so wide?

Citizen Rakesh Rehan, 7703 S. Cambridge Court, provided commentary on a pickleball tournament he would like to hold either September 7th or September 14th. Mr. Rehan, representing Indian American Community, would like to reserve 10 pickleball courts at Lions Legend Park for a one-day tournament, from 9 am – 4 pm., open for ages 16 to 60. Non-alcohol complimentary drinks and light snacks would be provided. Mr. Rehan completed an application to reserve the pavilion and was advised to contact the Clerk's office to get this topic on this evening's agenda. A special meeting may be needed as the tournament is prior to the next meeting. Participation fee is approximately \$25. Is this allowable? This item was not on tonight's agenda; therefore, the Commission could not act on this item. It was advised that Mr. Rehan contact the Clerk's office for next steps. Vice Chair Alderman Craig will reach out to Chair Valdez to discuss. Discussion only, no action taken.

III. Approval of Minutes

a. Parks Commission Meeting Minutes of July 14, 2025.

Commissioner Remington moved and Commissioner Stanley seconded to approve the minutes of the July 14, 2025 Parks Commission meeting. On voice vote, all voted 'aye'; motion carried (5-0-2).

IV. Unfinished Business

a. Update on parks maintenance.

Department of Public Works, Dale Borchardt provided an update. DPW has placed new plastic signs in 4 parks, with The Historical Society also acquiring a new sign. Commissioner Remington asked if Lake Ernie has a sign; she will follow up. Dale Borchardt also reported someone recently forged a park pavilion rental sheet and placed it at the pavilion as if it were reserved. Adults using the parks without permits are still leaving messes. Photos are taken of vandalism. Dale Borchardt/DPW can compile some photos. The new water tower is now complete; however, no movement has been made on a walkway. Add topic of trails and impact fees to the next Parks Commission agenda. Discussion only, no action taken.

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

Trunk or Treat will be held Thursday, October 23, 2025. Commissioner Stanley reported on how Parks Commission was involved last year with a Jurassic Park theme. Printed park maps, coloring booklets, crayons and park ranger stickers were distributed. It was asked if we could possibly combine Trunk or Treat with Kayla's Playground. Commissioner Stanley will champion the initiative. Add topic to next month's agenda.

Commissioner Remington moved and Commissioner Serafin seconded a motion to submit an application to participate in Trunk or Treat 2025 by the newly combined Parks and Environmental Commissions. On voice vote, all voted 'aye'; motion carried (5-0-2).

- c. Franklin Rec Department Pickleball Amenities Requests.** Wind screen and storage box status, paddle holders, etc...

The bin for pickleball courts is used by Franklin Park and Rec players. Volunteers have put a new plastic bin together; however, it is asked that DPW place it at Lions Legend Courts for use. Location was shown. DPW requested that the bin be brought to their location and they will install it. DPW Borchardt commented he may possibly move the paddle holders to the east fencing. He will also email the windscreen invoice to Leah Voss. Add 'Court Rentals' (can you charge players when courts are reserved for play) to the next meeting agenda. Discussion only, no action taken.

- d. 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.

Vice Chair Craig moved and Commissioner Remington seconded a motion to table this discussion until the next meeting when Principal Planner Ecks is present. On voice vote, all voted 'aye'; motion carried (5-0-2).

- i. Overview of City of Franklin Parks.**

No discussion, no action taken.

- ii. Commission Rules and Procedures.** Review of Parks Commission administrative rules, open meetings requirements, and Robert's Rules.

Robert Rules should be followed at meetings with regards to reconsiderations. Discussion only, no action taken.

- e. **Littering Fines.** Discussion of recommendation to Common Council to increase fines or enforcement for littering from commercial and waste removal trucks. Commercial vehicles are noted to be responsible for much of the littering on Loomis Road. It was asked if the City has jurisdiction over fines on Loomis Road. Commissioner Serafin will draft a letter to Waste Management and John's Disposal regarding their vehicles that use Loomis Road and bring it to the next Parks Commission meeting for review. The name Loomis Road should be added to the agenda for clarification. Add to the next meeting agenda. Discussion only, no action taken.

V. New Business

- a. **Pleasant View Park Court Reservations.** Request to reserve Pleasant View Park facilities for Northwestern Mutual Life Insurance Franklin Office Team Party on Saturday, August 26, 2025 from 3 pm to 6:30 pm. Commissioner Stanley moved and Commissioner Remington seconded a motion to approve the request for Tuesday, August 26, 2025, from 3:00-6:30 pm per the information provided on the application. On voice vote, all voted 'aye'; motion carried (5-0-2).
- b. **Initiative to place automated external defibrillators (AEDs) in City of Franklin Parks.** Informational presentation by Assistant Fire Chief Shannon Anthoine on AEDs. Assistant Fire Chief Anthoine reported there are 4 donated AEDs available for placement in the parks, with more to come. The Fire department will offer hands only CPR to volunteers at Kayla's Playground and will replace the pads when AEDs are used. There will be signs placed on court fences notating the location of the AED. When 911 is called a code will be received to unlock the AED box. There are no pediatric pads, therefore adult pads may be used on children. Citizens will receive notifications in the mail. AEDs will be safe in winter months as the box is heated. Placement of the first 4 AEDs will be at Franklin Woods Nature Center with Kayla's Playground, Lions Legend Park1 - Lions Pavillion, Lions Legend Park II (Vernon Barg Pavillion) and Pleasant View Park. Discussion only, no action taken.

VI. Adjournment.

Commissioner Remington moved and Commissioner Serafin seconded to adjourn the meeting at 8:01 pm. On voice vote, all voted 'aye', motion carried (5-0-2).

The next meeting will be held on Monday, September 8, 2025.