

City of Franklin
Parks Commission Meeting
December 8, 2025
Minutes

Approved
January 12, 2026

I. Call to Order and Roll Call

Chair Jesse Valdez called the December 8, 2025, Parks Commission meeting to order at 6:30 pm commencing in the Hearing Room at 9229 W. Loomis Road, Franklin, Wisconsin.

Present were Chair Jesse Craig, Vice Chair Alderman Jason Craig (arrived 6:37pm), Commissioners Amy Serafin, Kristen Stanley, Mary Remington and Susan Lance. Also present was Department of Public Works Kevin Schlueter and Principal Planner Marion Ecks. Excused was Commissioner Michael Wrench, non-voting members ex-officio Leah Voss and Michelle Runte.

II. Citizen Comment Period.

The citizen comment period opened at 6:32 p.m. and closed at 6:32 pm. No citizens present.

III. Approval of Minutes

a. Parks Commission Meeting Minutes of November 10, 2025.

Commissioner Stanley moved and Commissioner Remington seconded to approve the minutes of the November 10, 2025. On voice vote, all voted 'aye'; motion carried (6-0-1).

IV. Unfinished Business

a. Update on parks maintenance.

Department of Public Works, Schlueter reported that general maintenance is being done. Discussion only, no action taken.

b. Community Event Engagement. Involvement in City of Franklin community events.

Principal Planner Ecks reported that she needs to connect Commissioner Serafin with a contact at MMSD (Milwaukee Metropolitan Sewer District). Commissioner Serafin spoke with MALC (Milwaukee Area Land Conservancy), Ann Kaminski. They will host a table, discussed expanding the Arbor Day event and are brainstorming ideas. It was reported that Wehr will rent/sign out equipment to pull out Buckthorn. Waiting to hear back from the City of Franklin Public Library Director to ensure there are no issues with expanding the event. Discussion only, no action taken.

c. 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.

No discussion, no action taken.

- i. **Commission Rules and procedures.** Review of Parks Commission administrative rules, open meeting requirements and Roberts Rules. No update, no action taken.
- ii. **Review of Commission Recommendation for NRSEs**

Principal Planner Ecks discussed a draft form which was included in the meeting packet. This is to be used when an application is received for exceptions. There is space for the applicant's response and commission findings. There are three recommendations to select from on page 3. Need to know what previously has been agreed to under criteria for approval. What historical agreements are known. Define what self-imposed means to the property, not the applicant. Describe existing condition of the land and the request. Historical agreements need to be disclosed. A visual aid of the land should be supplied with the application showing existing condition of land and proposed condition with variance. The applicant shall have burden of proof to submit evidence to support findings. Once the form is completed it will come to Parks Commission, followed by Plan Commission with the findings of the parks. Add to the form applicant response, City findings, Commission findings, Planning staff summary. Principal Planner Ecks will follow up with the Zoning Administrator. It was requested that watermarks be added to draft documents when providing documents in the packet that are not finalized. Principal Planner Ecks will bring back 'self-imposed' information. The document needs to be updated to denote 'Parks Commission'. Add who is completing the form along with credentials. There are specific requirements on who can prepare information on a wetland delineation. Chair Valdez stated more information about the firm that is completing the form is needed. Principal Planner Ecks stated that each application does need to be reviewed on its own merits and be 'fairly' reviewed. Next agenda should add discussion of formal recommendations for the UDO to disclose historical agreements on conservation agreements. Discussion only, no action taken
- iii. **Review of Park Plans and Finances.** City of Franklin Comprehensive Outdoor Recreation Plan, Parkland Acquisition Study, Impact Fees and other parks policies. Principal Planner Ecks did not have an update for the Commission. Will bring forward in the 1st Quarter of 2026.
- d. **Littering Fines.** Discussion of recommendation to Common Council to increase fines of enforcement for littering from commercial and waste removal trucks. Principal Planner Ecks brought the updated letters which will be sent out through the US mail the week of December 8, 2025. Chair Valdez asked for the current laws and fines regarding littering. Discussion only, no action taken.
- e. **Park Facilities Reservation and Permitting Policies.** Discussion of reservation policies for league sports and other groups, fees, rules and policies for parks. Principal Planner Ecks communicated a request for the form for reservations be added to the website. The Commission needs to review Karen Malecki's previous policy on reserving the pickleball courts. There is a 2024 document regarding park rentals in a

brochure for the City of Franklin. These need updating. Online reservations were discussed in the past but found not to be in the budget and continue to not be included in the budget for 2026. Add discussion on software requests to January 2026 meeting agenda. Principal Planner Ecks will check if the Clerk's office can make reservations. Reservations in the parks bring minimal revenue to the City. It was asked what is considered a 'community group'. Currently the Recreation department and the Franklin High School pickleball club can reserve courts. Next meeting – bring slides and definition of recognized groups. Karen's past policy can currently be found under park rentals on the website. Discussion only, no action taken.

f. Natural Resource Impact Compensation Guide – Introduction of draft Guide for adoption and administration by the Commission.

The guide needs to denote 'Parks Commission' and capture updated ordinances. It is required to be reviewed by Plan Commission and Common Council. Recommended to have mitigation of trees as 1:1. Commissioner Serafin will send Principal Planner Ecks comments to be added. There must be monitoring after planting of new trees. Who will do this monitoring? Compensated areas need to be preserved correctly. Land areas may need updating before development of new requests. Commissioner Serafin will wordsmith the document and send back to Principal Planner Ecks within the next 2 weeks. There must be compensation for natural resources. Table on page 15 needs updating. This policy has not been adopted yet. Parks Commission is responsible for this document and recommendations should be made for changes to it. The Environmental Commission has reviewed this document several times. It needs to be finalized. Discussion only, no action taken.

g. Tree Initiative Proposal – Proposal to create a program to provide trees for free or at a discounted rate that people can order from the Department of Public Works or other City department.

Commissioner Stanley moved and Commissioner Serafin seconded a motion to table discussion and bring back at the Chair's discretion. On voice vote, all voted 'aye', motion carried (6-0-1).

h. Proposal to rename Ernie Lake Park as "Tony Megna Park home of Lake Ernie" in honor of Parks Commission Chair Emeritus Anthony (Tony) Megna.

Commissioner Remington moved and Commissioner Lance seconded a motion to rename Ernie Lake Park to 'Tony Megna Park, home of Lake Ernie' and to also install a sign. On voice vot, all voted 'aye', motion carried (6-0-1).

Principal Planner Ecks will take this information to Common Council in January 2026.

V. New Business

- a. 2026 Concerts in Park.** Request by Douglas Scherrer, on behalf of Franklin Park Concerts, Inc., for the use of Lions Legend Park band shell for a free summer concert series, on the following dates: June 28, July 12, July 26, Augst 9, and August 23, 2026. Concerts will be from 1:30 p.m. to 3:00 p.m., use of the bandshell is requested for setup and teardown from 11:30 a.m. to 4:30 pm.

Commissioner Stanley moved and Vice Chair Craig seconded a motion to approve the concerts on the dates as noted above. On voice vote, all voted 'aye', motion carried (6-0-1).

- b. Pickleball Tournament – Engage Franklin.** Request by Engage Franklin for the use of Lions Legend Park for a pickleball tournament on August 7, 8 and 9, 2026 from 9 a.m. to 5:00 p.m.

This group has withdrawn their request. It was commented that this group request came from Seattle, WA. If we allow tournaments, shouldn't they be local (state) only?
Discussion only, no action taken.

VI. Adjournment.

Chair Valdez moved and Commissioner Serafin seconded a motion to adjourn the meeting at 8:26 pm. On voice vote, all voted 'aye', motion carried (6-0-1).

The next meeting will be held on Monday, January 12, 2026.