

City of Franklin  
Parks Commission Meeting  
November 10, 2025  
Minutes

Approved  
December 8, 2025

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

Vice Chair Jason Craig called the November 10, 2025, Parks Commission meeting to order at 6:30 pm commencing in the Hearing Room at 9229 W. Loomis Road, Franklin, Wisconsin.

Present were Vice Chair Alderman Jason Craig, Commissioners Amy Serafin, Kristen Stanley, Mary Remington and Susan Lance. Also present were non-voting member Ex-Officio Michelle Runte, Department of Public Works Kevin Schlueter, Principal Planner Marion Ecks. Excused was Commissioner Michael Wrench, Chair Jesse Valdez and non-voting member Ex-Officio Leah Voss.

**II. Citizen Comment Period.**

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

**III. Approval of Minutes**

a. **Parks Commission Meeting Minutes of October 13, 2025.**

Commissioner Stanley moved and Commissioner Remington seconded to approve the minutes of the October 13, 2025 Parks Commission meeting with the following change under New Business: Littering fines e; change the date from August 14, 2024 to the year 2025. On voice vote, all voted 'aye'; motion carried (5-0-2).

**IV. Unfinished Business**

a. **Update on parks maintenance.**

Department of Public Works Schlueter reported that year end cleanup is being done for winter. Ken Wendle Park rental has severe maintenance issues and work is being done. Discussion only, no action taken.

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

i. **Arbor Day** – general overview, Tabling plans.

See email in meeting packet from Ann Kaminski dated August 27, 2025. She is a member of the Milwaukee Area Land Conservancy and is interested in hosting a table at the Arbor Day event. Commissioner Serafin will take the lead on this. Wehr Nature Center had contacted the Environmental Commission last year for participation, but it was too late for them to join. Commissioner Serafin will also reach out to Wehr, MMSD and MALC for 2026 participation. The event will be held in May of 2026. 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.

i. **Commission Rules and Procedures.** Review of Parks Commission administrative rules, open meeting requirements and Roberts Rules.  
Principal Planner Ecks discussed. The name of the combined commission is Parks Commission. This naming convention was presented Common Council. Information can be found in the meeting packet regarding City park board and powers which includes state law and municipal codes. Plan Commission holds administrative role and the CORP is a master plan on development in the City. DPW is responsible for physical management of City parks. The Org chart was reviewed.

ii. **Review of Commission Recommendation for NRSEs**

Principal Planner Ecks discussed. NRSEs are legislative decisions on Variances. Plan Commission makes decision prior to Common Council. It was requested that Principal Planner Ecks break out boards and commissions by duties. A flow chart was requested. Before an NRSE comes to Parks Commission it should be reviewed if criteria for an exception is met. If the form is not complete the item should not come to the Commission. The form must be complete. Commissioner Stanley asked if the School Board is aligned with the City plan in the CORP. The CORP has policy on development of land use. NRSEs should follow the plan. Vice Chair Craig asked about duplication of the recreation and City plan. There has not been a lot of coordination between the schools and city projects. Also, commented was artificial wetland areas are not protected. Who governs this? Artificial wetlands fall under review by DNR, history of wetland, changes to grading resulting in artificial wetland. Army Corp regulations have changed and are under constant flux. If wetland is connected to a river or lake, then they should not be considered artificial. Under new ordinances there are required compensation for habitat loss with additional landscaping requirements. Principal Planner Ecks shared a future land use map. The plan needs an update. A new draft 'form' should be available at the next meeting. 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 advised that the information was not available for this meeting. She has been promised that the financial information will be available for the December meeting. There will be a revision of the impact fee study. The city is current on use of impact fees. Discussion only, no action taken.

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 discussed corrections needed to the letter that was suggested by City Attorney Wesolowski. The changes can be found in the meeting packet materials. Commissioner Serafin will make the corrections and send them to Principal

Planner Ecks. Chair Valdez will sign the letter once corrected. 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.  
Discussion on how to get items on the Parks Commission agenda. Many items come through the Clerk's office. There is a form found in the meeting packet (Parks Commission Request for Review) which can be used once a permit is obtained for pavilion rental. Principal Planner Ecks will add this form to the Parks Commission website. Commissioners can request items be placed on the agenda. The public should make their requests 10 days prior to a meeting and any materials should be provided. The Clerk's office should be updated on the process and not send topics to the meeting for a decision without the process being followed. Principal Planner Ecks will follow up with the Clerk's office. Rules are needed around reservations of City courts. Recognized community groups can apply for a special exception, such as non-profits. Previously drafted rules around court rentals need to be brought back for discussion and updates. Criteria and rules need to be created and posted to the website. Discussion only, no action taken.
- f. **Franklin Woods Halloween Decorations.** Proposal to hand Halloween decorations along the trail in the Franklin Woods.  
Department of Public Works Schlueter reported that he was aware of some vandalism. Some of the pumpkins and masks were broken. This was cleaned up by volunteers. Otherwise, things went okay.

## V. New Business

- a. **Natural Resource Impact Compensation Guide** – Introduction of draft Guide for adoption and administration by the Commission.  
Principal Planner Ecks reported that there must be compensation for natural resources. Page 15, table needs updating. This policy has not been adopted yet. The 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.
- b. **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 for another City department.  
Commissioner Stanley motioned and Commissioner Serafin seconded to table discussion until the next meeting. On voice, all voted 'aye', motion carried (5-0-2).
- c. **Proposal to rename Ernie Lake Park** in honor of Parks Commission Chair Emeritus Anthony (Tony) Megna.  
A letter was submitted in 2020 (copy in the meeting packet dated June 10, 2020 to Common Council). A 5 year wait period was required. Mr. Megna has had 57 years of service to the City of Franklin. Principal Planner Ecks will check with City Attorney Wesolowski to see if

there are any naming requirements. In March, 2023 the City adopted a Resolution to establish City parks and naming policy.

Commissioner Remington moved and Commissioner Stanley seconded to table renaming the park until the December meeting. On voice vote, all voted 'aye', motion carried (5-0-2).

**d. Kayla's Playground Tiles Proposal** to replace tile artwork surrounding the area of the Liberty Swing as well as the ABC tiles above the Pergola.

This item was taken out of order of the agenda. Ex-officio Runte reported tiles at the playground have been wearing off after 8 years. Looking for a 'no maintenance' option. Students have submitted art work on tiles with high fiber absorption rate which are moisture resistant and have a ceramic glaze. See email in the packet dated October 21, 2025 from Ex-Officio Runte. Sixth grade students will be creating new tiles of art work. Sasha McGilton (6<sup>th</sup> grade teacher) was present and discussed participation. At this time, it has not been determined what will happen to the old tiles. Suggestions are welcome. Discussion only, no action taken

**VI. Adjournment.**

Commissioner Remington motioned and Commissioner Serafin seconded to adjourn the meeting at 8:07 pm. On voice vote, all voted 'aye', motion carried (5-0-2).

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