

City of Franklin
Parks Commission Meeting
February 9, 2026
Minutes

Approved
March 9, 2026

I. Call to Order and Roll Call

Chair Jesse Valdez called the February 9, 2026, 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, Commissioners Amy Serafin, Kristen Stanley, Mary Remington and Susan Lance. Also present was Mayor John Nelson, Department of Public Works Kevin Schlueter and Principal Planner Marion Ecks. Excused was non-voting members ex-officio Leah Voss. Absent was non-voting members ex-officio Michelle Runte.

II. Citizen Comment Period.

The citizen comment period opened at 6:31 p.m. and closed at 6:32 pm. No citizens present.

III. Approval of Minutes

a. Parks Commission Meeting Minutes of January 12, 2026.

Commissioner Stanley moved and Vice Chair Craig seconded to approve the minutes of the January 12, 2026. On voice vote, all voted 'aye'; motion carried (6-0-0).

IV. Unfinished Business

a. Update on parks maintenance.

Department of Public Works Schlueter reported a burst water pipe at Pleasant View Park and heating issues and a leaking roof at Ken Windl. Waiting on budget to make repairs. Discussion only, no action taken.

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

i. Arbor Day – Event Planning

Principal Planner Ecks provided information from email on February 4, 2026 (see meeting packet). Also, see flyer WI Food Code Fact Sheet which explains basic food safety information for exempt groups. Commissioner Serafin reported that perhaps another group would like to sell items, i.e., possible scout troop. A food truck would need a temporary use permit to operate at the event. Principal Planner Ecks requested to bring a list of those signed up for the event to the April meeting. Discussion only, no action taken.

c. Communications – City of Franklin Website – Discussion on city park webpages, content and cover summary

Chair Valdez: No update.

- i. Parks Commission: <https://www.franklinwi.gov/Departments/Elected-Officials/Boards-Commissions/Parks-Commission.htm>
- ii. Parks general information and reservations: <https://www.franklinwi.gov/Departments/Parks-Recreation.htm>

- 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.

Principal Planner Ecks reviewed a document (Scope, Purpose, Powers and Duties of Combined Commission) included in the meeting packet. This information is also in the City municipal code. Parks Commission can appoint members to the Commission. This would be subject to the Mayor's approval. This text in the document should be updated for clarity and would need approval by Common Council. An application must be completed online and is referred to Common Council for approval. Natural Resource Special Exception process reviewed and follows a line to Common Council. For a future agenda item – Update the 2002 Administrative rules and procedures. Would need to incorporate the consolidation of Parks Commission and Environmental Commission State Statutes into the rules and procedures of the Commission. Commissioner Stanley will take the lead on this. Discussion only, no action taken.

i. Review of Commission recommendation Form for NRSEs

Principal Planner Ecks reviewed updates to the 'form' (not included in the meeting packet) she made changes to. Commissioner Serafin commented that she does not feel Parks Commission should review NRSEs, rather that these should go through the Planning department and then to Plan Commission. The Planning department are the experts on developments in the City. For NRSEs to bypass Parks Commission the 'table' would need to be updated. Would like the 'form' to cover aspects of Environmental Commission so that it can go directly to Planning. Public hearings are required for NSREs and there are specific requirements regarding maintenance of land.

Commissioner Serafin moved and Commissioner Stanley seconded a motion that upon final review of the draft copy of the NRPP guidance document, then dissolve the requirement for the NRSE application form review from Parks Commission scope. On voice vote, all voted 'aye'; motion carried (6-0-0).

- e. Natural Resource Impact Compensation guide** – Introduction of draft Guide for adoption and administration by the commission.

The compensation guide, included in the meeting packet, was reviewed. This information is included in the UDO. Commissioner Serafin commented that she reviewed the UDO and references in the compensation guide to see if correct. Found on page 1, where it notes there are 5 categories of Natural Resources, the UDO has conflicting information of

6 categories. Both the UDO and compensation guide documents need further review so they match. Discussion only, no action taken.

- f. Littering Fines.** Discussion of recommendation to Common Council to increase fines or enforcement for littering from commercial and waste removal trucks.

Chair Valdez reported that Franklin does not have a municipal code for littering. He has researched surrounding city fines. Currently, if the Franklin Police Department (FPD) sees a truck spilling waste on the roadways they can give a traffic citation. Citation can be written to owner, not operator of vehicle. If a person is walking or riding a bike, there is not a municipal code for littering. Chair Valdez would like to see municipal code amended to change general littering and enforcement in the parks. Chair Valdes will work on creating a table to include language and fines. Mayor Nelson left the meeting at 8:08 pm. Discussion only, no action taken.

- g. Proposal to rename Ernie Lake Park** as Tony Megna Park home of Lake Ernie; in honor of Parks Commission Chair Emeritus Anthony (Tony) Megna. Update on Status.

This topic went to Common Council and was approved. Staff were directed to make public notice. At 8:05 Chair Valdez left the room and returned at 8:07. Principal Planner Ecks will prioritize this. Discussion only, no action taken.

- h. Park Facilities Reservation and Permitting Policies. Discussion of reservation policies for league sports and other groups, fees, rules and policies for parks.**

Topic tabled until further information is received from Muskego and Milwaukee County.

- i. Franklin High School Franklin School District #5 NRSE.** Natural Resource Special Exception (NRSE) for proposed impacts and disturbance of approximately 0.65 acres of wetland, 2.11 acres of wetland buffer, 1.41 acres of wetland setback, and 8.18 acres of woodland to allow for construction of a building addition, a concession building, parking lot and drive additions, tennis courts and soccer field at Franklin High School located 8222 S 51st St (tax Key No. 807 9999 001). Discussion and Action required about school removing woodlands in existing conservation agreement.

This topic was tabled

V. New Business

- a. Proposal to revise woodland compensation ratio (UDO Table 15-7-03)** – Proposed UDO text amendment to revise woodland compensation ratios required for impacts to woodlands.

Principal Planner Ecks commented that dead trees are not protected. Commissioner Stanley requested an update of the City of Franklin owned parcels and acreage be

provided. Create a wish list of improvements on land when a developer has a new request.

Chair Valdez moved and Commissioner Serafin seconded a motion to revise the Woodland Natural Resource Compensation ratio in the UDO table and NRPP guidance document (found on pg. 15 in table 4) from 0.75 to 1.5. On voice vote, 5 voted 'aye' and 1 voted 'nay'; motion carried (5-1-0).

b. Park Financial Information from Quarter 3, 2025

Commissioner Remington commented that information did not offer the Commission complete financials that are being spent on Parks. Need an update on 'expenses totaled'. The budget worksheet should be brought back after City updates so expenses are totaled. Budget worksheet should also be brought back to evaluate where monies should be spent so we can annotate where to spend money. Discussion only, no action taken.

VI. Adjournment.

Commissioner Stanley moved and Commissioner Remington seconded a motion to adjourn the meeting at 8:36 pm. On voice vote, all voted 'aye', motion carried (6-0-0).

The next meeting will be held on Monday, March 9, 2026.

Add to next agenda – Review of Guidance form. Principal Planner Ecks to speak with the Planning Manager about discrepancy and who should make the updates.