

Chair: SJ Julius (2027)

Committee Members:

Dan Dietz (2026)
Elizabeth Johnson (2026)
Derek Hilding (2027)
Nikhath Nazir Ahmed (2027)
Lacy Loosbrock (2028)
Kate Olson (2028)

Youth Committee Member:

Ted Chesrund (2026)

Council Liaison:

Emily Rousseau

Staff Liaison:

Jess Skalicky



**Arden Hills
Parks, Trails and
Recreation Committee
January 20, 2026
6:30 pm
City Hall**

1245 W. Highway 96
Arden Hills, MN 55112
651-792-7800
www.cityofardenhills.org

City Vision

Arden Hills is a strong community that values its unique environmental setting, strong residential neighborhoods, vital business community, well-maintained infrastructure, fiscal soundness, and our long-standing tradition as a desirable City in which to live, work, and play.

Agenda

CALL TO ORDER

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES

A. December 16, 2026

3. REPORTS

- A. Council Liaison Update**
- B. Parks and Recreation Report**
- C. Trails and Parks Projects Update**

4. UNFINISHED BUSINESS

5. NEW BUSINESS

- A. 2026 PTRC Work Plan Discussion**
- B. PTRC Agenda Template Discussion**
- C. PTRC Charter Discussion**
- D. Adopt-A-Park Draft Presentation**

6. REPORTS FROM COMMITTEES

- A. Rain Gardens Work Group Update**
- B. Natural Habitat Restoration Work Group Update**
- C. Special Event Enrichment Work Group Update**
- D. Volunteer Coordinating Work Group Update**
- E. Trails Work Group Update**

7. NEXT MEETING

A. Tuesday, January 17, 2026

8. ADJOURNMENT



**CITY OF ARDEN HILLS
PARKS, TRAILS AND RECREATION COMMITTEE MEETING
TUESDAY, DECEMBER 17, 2025, 6:30 PM
ARDEN HILLS CITY HALL**

CALL MEETING TO ORDER

Committee Chair Dan Dietz called the December 17, 2025, meeting of the Parks, Trails, and Recreation Committee to order at 6:30 p.m.

MEMBERS PRESENT: Dan Dietz, Nancy Jacobson, Lacy Loosbrock, Ted Chresand, SJ Julius, Derek Hilding and Liz Johnson

OTHERS PRESENT: Parks and Recreation Manager Jess Skalicky and Council Liaison Emily Rousseau

ABSENT: Committee Members Nikhath Nazir Ahmed, Kerri Seemann, Amelia Rogers and Kate Olson

1. APPROVAL OF AGENDA

MOTION: Committee Member Jacobson moved and Chair Dietz seconded a motion to approve the agenda, as written. The motion carried unanimously among members present.

2. APPROVAL OF MINUTES

A. November 18, 2025 PTRC Minutes

MOTION: Committee Member Jacobson moved and Committee Member Chesrand seconded a motion to approve the meeting minutes, as written. The motion carried unanimously among members present.

3. REPORT

A. Council Liaison Update

Council Liaison Rousseau shared an update regarding the spine road. Staff had recommended to provide feedback to the Joint Development Authority (JDA) about the spine road. She said to send the emails directly to the JDA members. She said they are anticipating 90% of the plan to be completed in January of this year. It has been proposed that at a minimum it will have a 10-foot asphalt trail on both sides.

Committee Member Jacobson thought it might be split between walkers and bikers. She said the graphic makes it look like there are two trails on each side.

Council Liaison Rousseau updated that bidding for the Old Highway 10 project will be in the summer of 2026. Outreach will take place around the same time. The City has requested that the County review for stop signs and the County responded that the review is not warranted.

Council Liaison Rousseau said the levy was set at 12.5%. She knows some people are disappointed that it wasn't set higher to increase opportunities for us to build in more amenities. Council recognizes that there are a lot of residents who are concerned about SNAP benefits and medical insurance premiums, on top of additional property taxes. She thinks they landed on a good medium ground even though we didn't get the extra for the Parks and Recreation aspects. They did set aside \$10,000 this year and hope to build on that in years to come. We have some Great River Greening funds, we're adding the Tree Trust, as well as, the Rec on the Go program. We also added the Parks and Recreation Manager and a Park Lead position last year.

Council Liaison Rousseau shared how the Gateway funding can be utilized. A lot of the City's allotment for those funds will go toward the 75th Anniversary.

Council Liaison Rousseau said two members of the 75th Anniversary Committee will be attending the upcoming Economic Development Commission (EDC) meeting. They will be talking about how to involve the businesses more. It may mean booths at the event, sponsorships and decals.

Council Liaison Rousseau said Council changed the Economic Development Authority (EDA) structure. The EDA has the authority to buy and sell property. The change includes adding two EDC members. She believes this will be the first time that non-Councilmembers are a part of this authority. She is looking forward to seeing what kind of ideas can come from this change. There will be two openings on the EDC. She encouraged PTRC members to spread the word to those who may wish to volunteer.

Councilmember Liaison Rousseau thanked Committee Members Amelia Rogers, Kerri Seemann and Nancy Jacobson for their service. They have all decided not to renew their positions on the PTRC. She said that the PTRC Chair for 2026 will be Committee Member Julius and the current chair, Chair Dietz will serve as vice-chair, if needed.

Discussion ensued regarding the location of the Old Highway 10 project discussed earlier and the current traffic control.

B. Parks and Recreation Report

Parks and Recreation Manager Skalicky updated that warming houses are being prepared and rinks are being flooded. December 19 is the tentative date to open the rinks.

Parks and Recreation Manager Skalicky said the 75th Anniversary Committee is meeting regularly, at least once a month. The planning is coming together nicely. She hopes the bands will be selected at the next meeting.

Parks and Recreation Manager Skalicky said she has been looking at previous years Work Plans. She is learning that even though this is an annual work plan, it doesn't start in January. It will be on the agenda in January and February. The plan should be finalized by the February meeting. She will pass it to Assistant Public Works Director Miller and he will incorporate it into

the Public Works Plan. Any work that we want to complete in the parks needs to be a part of the Parks Plan. The Work Plan will be presented to council. In November, an update to Council will be provided, outlining the goals that were accomplished.

Parks and Recreation Manager Skalicky said the draft Adopt-a-Spot/Adopt-a-Park Program policy will go to Council in April. She will bring the draft to the next meeting to get the PTRC Committee Members' feedback.

Parks and Recreation Manager Skalicky said she is working on some end of year housekeeping items and strategic organizing.

Discussion ensued regarding the increase in social media posts and notices from the City. Staff noted the communications position had been vacant for a while and other Staff had been filling in and providing necessary information. Senior Communications Coordinator Michlig was recently hired and her focus includes all things communications.

C. Trails and Parks Projects Update

Parks and Recreation Manager Skalicky outlined that the items in bold are new items since the last meeting. The contractor added some drain tile in the low spots at Freeway Park to remedy the drainage issues. They will be assessed in 2026 when the snow melts. The restoration work will be finalized and approved in spring of 2026, as well.

Parks and Recreation Manager Skalicky said the PTRC discussed the upcoming improvements at Ingerson, Perry and Sampson Parks. There are two cul-de-sacs that they are going to try to connect with a trail if budget allows. She encouraged Committee members to continue to share feedback with her regarding the improvements of those three parks.

Discussion ensued regarding if there will be an open house to inform residents. Staff confirmed an open house will be planned and details will be shared when they are available.

4. UNFINISHED BUSINESS

Chair Deitz said there was no unfinished business on the agenda but the Work Plan needs to be completed.

Parks and Recreation Manager Skalicky said she is digging into the work plans from the past several years and is creating a calendar outline. She will bring that to the next meeting. She said the final draft should be ready by February.

Council Liaison Rousseau asked if that would be on an agenda for City Council in April.

Staff confirmed.

Council Liaison Rousseau said it has been twelve years since the committee charter has been reviewed. She wondered if reviewing that should be a part of the work plan. It might be important as we implement Adopt-A-Spot. It also notes the committee is twelve members. That is a large number of members for a committee. It's good to look at these charters every couple of years.

Staff will add that to the January agenda to discuss.

Committee Member Julius said there are three members not returning in January. She wondered if the committee needs to be recruiting for new members.

Parks and Recreation Manager Skalicky said that if the PTRC has space for twelve members it doesn't mean that we have to have twelve. There is no pressure. We can still get good work done with fewer members. She echoed Council Liaison Rousseau's opinion that twelve is a large amount of members for a committee like this.

Discussion ensued regarding how many members other bigger cities have on a committee like this. We have way more. If we are good with the number being twelve members, that's okay, too.

5. NEW BUSINESS

A. Park System Plan Update

Parks and Recreation Manager Skalicky said the consultant presented at the last meeting to outline the progress that has been made on the Parks System Plan, so far. She provided a graphic from the consultant regarding the progress made since that presentation.

Parks and Recreation Manager Skalicky outlined the definition of a Park System Plan. She shared the process schedule which shows we are about halfway through the process. The steering committee will be meeting about the work to still be done to complete the final plan. The consultants will be attending the February PTRC Meeting to give an update.

Council Liaison Rousseau said the March PTRC meeting is set for March 17. She noted the Mounds View School District doesn't have school that week. She stated it might be a good idea to move that meeting, to avoid family vacations.

Staff will explore possible alternative dates.

Parks and Recreation Manager Skalicky said the consultant did an update on the public engagement, so far, to include the survey, the web site and the open house. She outlined the feedback received at each event. The attendees at the Touch a Truck event overwhelmingly chose water features as what they wanted most. There were 874 responses to the survey with 2,721 responses to open-ended questions. The three key takeaways were a strong demand for trail connectivity, a desire for modern amenities/inclusive features and maintaining the natural character while also improving the maintenance. There was a booth at the Lions Community Picnic. Feedback from that event was playgrounds for more ages, parks being physically/visually accessible and additional programs/events for all ages. The conversations at the open house held at City Hall in November clarified those resident's preferences. She shared the consultant's preliminary recommendations. She said the final plan will include several maps.

Committee Member Julius is hearing the feedback from residents seems that trail connectivity is very important. She doesn't see that reflected in the consultant's recommendations.

Parks and Recreation Manager Skalicky said that was something they heard a lot and she believes those recommendations will be in the final plan.

Committee Member Loosbrock asked how much they are considering TCAAP in their inventory recommendations. That's a blank slate.

Parks and Recreation Manager Skalicky said that will be a small part of this plan. It is hard to give recommendations on TCAAP because it's so up in the air. There will be a section on TCAAP but it won't be all inclusive.

Council Liaison Rousseau said it is her understanding that this plan covers the older part of Arden Hills only. There will be parks in TCAAP, but there isn't currently a developer. The previous developer was putting money aside for those parks. It's difficult to plan when that is still up in the air.

Parks and Recreation Manager Skalicky said one of the comments received during the engagement was to make sure there is a large community park in TCAAP. She believes that will be included in the plan even if the individual neighborhood parks won't.

Discussion ensued regarding the possible trails and amenities that could be installed in TCAAP.

Committee Member Hilding thought it was interesting that 98% of respondents said that parks and trails were most important. He sees themes in the engagement responses. It seems the public wants new shiny amenities but the consultant is focusing on maintaining what we have.

Parks and Recreation Manager Skalicky said the plan will include a table for each park that lists the assets at each one, when it needs to be replaced and how much the replacement will cost. That will help inform the CIP planning.

Council Liaison Rousseau asked about including the natural resources for each park. Will that be separate?

Parks and Recreation Manager Skalicky said natural resources can be mentioned in a parks system plan, however, it really should have its own Natural Resources Master Plan and that is not a part of this process.

Council Liaison Rousseau thinks some of it is related. Talking about shade sources, that can be planting tall trees.

Parks and Recreation Manager Skalicky said one of the recommendations from the consultant will be that we should create a Natural Resources Master Plan. The city has not recently completed a comprehensive Natural Resources Management Master Plan that covers the entire City of Arden Hills. Great River Greening is working on a management plan for certain parts of Arden Hills but it won't cover the entire City.

Committee Member Chresand has been working on a government project with other students at his school. They are making a draft of a plan for a ski trail behind the school. Students are showing a lot of interest during their public engagement. He pointed, on the map, the location they are talking about. He just wanted to point out that there is real interest in that type of trail.

Discussion ensued regarding the turning radius and grooming required for a ski trail.

6. REPORTS FROM COMMITTEES

A. Rain Gardens Work Group Updates

Committee Member Johnson feels like the rain garden work group has finished their work and this work group can be removed from future agendas.

B. Natural Habitat Restoration Work Group Update

Discussion ensued that this is a work group that Committee Member Seemann leads. She will not be returning to the PTRC in January.

Chair Dietz said we can address all of these work groups during the Work Plan discussion in January.

Committee Member Jacobson said having someone focused on the natural habitat needs to remain a focus. We would be remiss to not stay focused on this after all the great work Great River Greening is doing. It is important that work continues after they are gone.

C. Special Event Enrichment Work Group Update

None.

D. Volunteer Coordinating Work Group Update

Committee Member Loosbrock has nothing to update with the volunteer coordination, however, she is happy to continue serving on the work group in 2026.

E. Trails Work Group Update

Committee Member Johnson said their group has met a couple of times to discuss the trails. There are quite a few trail projects scheduled over the next several years. This group is excited to help the City accomplish its goals.

Committee Member Loosbrock wanted to clarify something on the Work Plan. She thinks in the past it was kind of a wish list that has to be approved by the City Council. She asked if the Work Plan is all the things we want to do, or is it just the things we get permission to do? She asked how Committee Members should be thinking about the work plan for the next meeting's discussion.

Parks and Recreation Manager Skalicky said it needs to be feasible. We should not be reaching for big wish list items that we know the City cannot complete.

Committee Member Loosbrock asked if all tasks will need to be approved by Council.

Parks and Recreation Manager Skalicky said yes but it is important to remember this PTRC Work Plan will be ingrained in the Parks Master Plan. That's why the items need to be feasible. If there is anything we want to do, it needs to be feasible and it needs to merge into the Park Master

Plan. The PTRC is an advisory committee, not decision makers. So ultimately everything will need to be approved by Council.

Committee Member Johnson said she appreciates Staff for creating these processes. She would love to understand how the PTRC, the City and Ramsey County can work together. They have a work plan that fits into the City plan and that trickles down to PTRC. She focuses on trails. She would love to better understand the County and City plans for trails and how it fits in with what the PTRC are doing. She just wants to understand how each separate entities' plan gets communicated to each other.

Council Liaison Rousseau said the Comprehensive Plan is completed every decade. That work will begin this year for the 2050 Plan. There will be a section that is focused on the parks. There is a sustainability section in there. She thought there may be a section for transportation and trails, as well. The plan is that Staff will be able to pull from this Master Park Plan and insert the information right into the Comp Plan.

Committee Member Johnson said at the County level there may be grants. She would love to fit all of the desires together. If we know what Ramsey County will be doing in upcoming years, we can try to fit our items into that schedule. She doesn't know details, but she knows there are grants available and she would love to see how Arden Hills fits in with all of that.

Council Liaison Rousseau said we can ask the County if they have a list of available grants and we can look for what matches what we want to do. She said City Council starts budget conversations in the summer. The preliminary levy is set in September, with the final levy being in December. If there are items we want money budgeted for, we have to get that before Council early enough to include those items with those conversations. The discussion on trails will need to include bonding just because of the cost to build them. She asked Staff once the Park Master Plan is complete, how we make sure the PTRC Work Plan is included in those discussions or how will it be used to help, based on what she's seen at other cities?

Parks and Recreation Manager Skalicky said in the other city she worked for, anything on the monthly PTRC Agendas needed to be approved by the City Council in advance. The Park Master Plan helps the Public Works Staff more than it helps the PTRC. The Park Master Plan is the guidebook for what will be done for the CIP. It will outline the inventory at each park. She described how her previous City used their Park Master Plan to identify priorities.

Council Liaison Rousseau said these are questions we can look at as the PTRC goes over the charter. We have some say in who we want to be as a committee.

Chair Deitz said in the past the City Council has sought PTRC recommendations for playground color or something like that. He sees the PTRC role as advisory to the City Council.

Councilmember Hilding said the winter maintenance has been impressive. He knows it was a quick shift from fall to winter. The trails are plowed and the rinks are flooded. He sees people out and about, using the amenities we have.

Committee Member Jacobson wanted to bring up a comment from her neighbor who walks the City a lot. She noted there are no trash receptacles at Lindy's Park. She wondered what happened to them or if there were ever any there to begin with.

Staff will look into it.

Council Liaison Rousseau said we have many residents who use the parks and are really great about notifying Staff, Council or a PTRC Member if there are maintenance issues.

Discussion ensued that that reporting will only improve as we expand the Adopt-A-Park program.

6. NEXT MEETING

A. Tuesday, January 20, 2026

ADJOURNMENT

Chair Dietz adjourned at 7:38 pm.



DATE: January 20, 2026
TO: Parks, Trails and Recreation Committee
FROM: Lucas J. Miller, Assistant Public Works Director
SUBJECT: Trail and Parks Projects Update

Previously Discussed Items:

- Hamline Avenue Trail connection with Roseville – Lake Josephine
 - Arden Hills staff is coordinating trail improvements with the City of Roseville for a trail connection along the west side of Lake Josephine with anticipated construction in 2026.
 - An open house event took place on May 1, 2025, at Autumn Grove Park hosted by the City of Roseville. It was well attended and provided great feedback from the community.
- County Rd D Trail connection
 - The City of Roseville is coordinating with Ramsey County to construct a new trail segment along the south side of County Rd D from Cleveland Ave to Lake Johanna Blvd with anticipated construction in 2027.
- County Rd E Trail connection
 - City staff is coordinating with Ramsey County to construct a new trail segment along the south side of County Rd E from the Elmer Anderson Trail to Lake Johanna. This project is postponed and no longer going to be completed in 2026 per Ramsey County. It is being proposed to be combined with the LJB Trail in 2028.
- Proposed Lake Johanna Blvd Trail
 - Lake Johanna Blvd Trail Preliminary Design Report was completed by Ramsey County in October 2022.
 - City Council adopted resolution 2023-023 which is the local match commitment of \$2 million for the project (Total project cost estimated \$9.5 million).
 - Ramsey County presented in November 2023 about the project corridor with City Council.
 - Ramsey County applied for the Met Council Regional Solicitation “Multiuse Trails and Bicycle Facilities” grant for \$5,500,000 in 2023/2024. The project did not score well in its category but funding is still being pursued.
 - Within Ramsey County’s Transportation Improvement Plan they have scheduled the following timeline:
 - Ramsey County presented information to Council in September 2025 which stated they are budgeting for the project to be completed in three

different sections of the trail along Lake Johanna Blvd. over three separate years.

- RFP for Planning/Design contract: 2026
 - Planning/Design Phase: staggered 2026, 2027 and 2028
 - Construction: 2029 for the west segment, 2030 for the east segment and 2031 for the middle segment.
- MN-51 Trail Improvements
 - City staff is coordinating with MnDOT to construct a new trail segment along the west side MN-51 (Snelling Ave.) from Lydia Ave in Roseville to connect to the existing trail on Old Snelling Ave with anticipated construction in 2026.
 - There was an in-person open house that hopefully most of PTRC Members attended: Thu, Oct. 23, 2025 at Centennial United Methodist Church
 - Old Highway 10 Trail, City staff is working with a consultant to pursue grants and state bonding funds. Estimated project cost is now projected to be \$4.5 million.
 - Met Council Regional Solicitation – SRTS: \$1,000,000 (City was awarded this grant)
 - MnDOT – SRTS: \$1,000,000 (City was awarded this grant)
 - State GO Bond funds: \$1,650,000 (pursuing but stuck at the state level)
 - Ramsey County contribution: \$1,227,500
 - Remainder to be paid through Municipal State Aid and PIR Funds

Council has directed Staff to have the Consultant finish the design documents over this summer and then bidding the project next winter for construction in 2027 (pushed back from 2026 to 2027 due to potential cost share policies being updated for trail project that would benefit the City).
 - Council has negotiated with a private developer as part of the PUD for the site for a trail to be added along the west side of Snelling Ave from Highway 96 all the way down to Royal Hills Park. This work is likely to take place in 2026 if everything falls into place. This trail will be owned and maintained by the City once completed. Currently, the Developer is going through the Permitting Phase, and after that is completed, the City will start the Design phase for the trail with a consulting firm.
 - Staff will be working with a consultant to implement Hardcourt Improvements within Hazelnut Park.
 - Hazelnut Parking Lot Status Update: Cost-share and maintenance responsibility negotiations continue with the Church representatives. The City has the parking lot resurfacing project budgeted for construction in 2026. Actual timing is dependent on Agreement renewal.

New/Updated Items:

- Arden Manor Park Hardcourt Construction – City staff has applied for the DNR Outdoor Recreation Grant Program to pursue funding for this project. The project was not awarded any funding. Council direction is to continue to pursue grant funding to fund the project. Staff reached out to CDBG representatives requesting the status of the program for 2025 which they responded that the CDBG Solicitation is postponed until a federal budget is passed. Still no news regarding this County program.
 - **Council has directed staff to include this work as an Alternate in the bid with the 2026 PMP. The bid results will be reviewed once received and likely constructed with that project.**
- The 2025 Parks Project (Arden Oaks Park & Freeway Park), are substantially completed except:
 - Final restoration at both parks in green space will need final approval in the spring 2026 for warranty work and seed establishment.
 - The City has requested the contractor add some extra draintile to the scope at Freeway Park in some low spots to promote drainage. This work has been completed and will be assessed in the spring of 2026.
 - **Council has directed staff to include the ADA access trail for Arden Oaks Park as an Alternate in the bid with the 2026 PMP. The bid results will be reviewed once received and likely constructed with that project.**
- The 2027 Parks Project (Ingerson, Perry and Sampson):
 - This may include a potential trail connection at the cul-de-sac of Fernwood Ct to the bottom of hill at Ingerson Park, if budget allows
 - Preliminary site conditions have been assessed and brought to PTRC at the last monthly meeting in November. **The items are being compiled by Staff and will be brought to a Council Work Session in February or March to get direction.**

NEW BUSINESS – 5A



DATE: January 20, 2026
TO: Parks, Trails and Recreation Committee
FROM: Jess Skalicky, Parks and Recreation Manager
SUBJECT: Work Plan Discussion

Requested Action

Discuss the PTRC 2026 Work Plan

Background

The Parks, Trails, and Recreation Committee creates an annual work plan to guide its work each year. The work plan includes topics addressed every year, as well as additional special projects the committee may choose to take on. This helps the committee stay organized and focused on its goals and sets the meeting calendar schedule for the entire year.

The PTRC should discuss and identify its work plan goals for this year, including required annual topics and any additional special projects the committee may choose to pursue. The work plan will be finalized at the February meeting.

Attachment

Attachment A: PTRC Work Plan Guidebook

Attachment B: 2026 Work Plan Template

Parks, Trails, and Recreation Commission

Work Plan Guidebook



Parks, Trails, and Recreation Commission

The Parks, Trails, and Recreation Committee (PTRC) represents residents by helping guide the development and improvement of parks, trails, and natural spaces. The PTRC advises the City Council, monitors the use and improvement of parks, trails, and recreation areas, and works with other City committees and commissions to enhance them. As an advisory committee, the PTRC does not have decision-making authority, but rather serves as a resident voice to make recommendations to the City Council.

PTRC Work Plan

The Annual Work Plan serves as the primary roadmap for the Parks, Trails, and Recreation Commission (PTRC), outlining the committee's focus areas, meeting agendas, and key goals throughout the year. It helps ensure that the Commission's efforts are organized, purposeful, and aligned with the community's needs and the city's broader parks and recreation objectives. By establishing clear priorities and action steps, the Work Plan guides how the Commission advises City Council and engages with the public.

Each year, the PTRC adopts the Annual Work Plan in February after careful discussion and input from members. Following adoption, the Work Plan is formally presented to City Council in March for their review and approval. This process allows the Council to understand the Commission's priorities and planned activities, providing an opportunity to offer feedback or request adjustments. Once approved, the Work Plan becomes the foundation for the PTRC's work for the remainder of the year, supporting transparency and accountability in their advisory role.

Core Elements

The core elements of the PTRC Annual Work Plan list the items that must be included every year and placed on the annual meeting calendar. These items ensure the Commission consistently completes its expected responsibilities and provides timely input to City Council.

Yearly Special PTRC Projects

Each year, the PTRC may also choose 1 to 5 additional special projects to include in the Work Plan, based on member interest and community needs. These projects are optional and allow the Commission to focus on topics or activities beyond the required annual items.



Annual Work Plan – Core Elements

The PTRC should schedule time to review each of the following on the annual work plan's calendar.

Current Year Parks CIP

Review the current Capital Improvement Plan to monitor active projects, budgets, and timelines. Provide feedback to ensure projects align with community needs and Commission priorities.

Public Works Maintenance Plan

Evaluate the annual maintenance schedule and priorities set by Public Works for parks and trails. Offer input on maintenance effectiveness and recommend improvements where needed.

Recreation Annual Report

Assess the yearly report on recreation programs, participation rates, and outcomes. Use this information to advise on program improvements and new opportunities.

Future Year Parks CIP

Review proposed capital projects and budgets planned for upcoming years. Provide recommendations to help prioritize projects that best serve the community.

Park System Plan Updates

Examine updates or revisions to the overall parks system plan. Ensure the plan reflects changing community needs and supports long-term goals.

Parks Tour

Conduct an annual tour of local parks and facilities to observe conditions firsthand. Use this opportunity to identify maintenance needs, potential improvements, and gather ideas for future projects.

Work Plan Review

Conduct an annual review by Quarter 3 to evaluate progress on the Work Plan and present findings and recommended adjustments to City Council.



Annual Work Plan – Yearly Special PTRC Projects

Each year, the PTRC should select 1 to 5 special projects to focus on. For each chosen project, the Commission should develop clear SMART goals—goals that are Specific, Measurable, Achievable, Relevant, and Time-bound. This approach ensures that the projects have well-defined objectives, realistic expectations, and timelines for completion. Establishing SMART goals helps the Commission stay organized, track progress effectively, and provide meaningful updates to City Council and the community.

The list below is not exhaustive but serves as a helpful starting point for identifying potential projects:

Park and Trail Maintenance Support

Assist with general upkeep and improvements to keep a specific park and/or trail safe, clean, and enjoyable for all users. Create volunteer days for the chosen project

Natural Resource Conservation & Invasive Species Removal

Create a short-term project to restore a natural habitat within a specific park or trail.

Recreation Program Development and Support

Help plan, promote, or assist with running a recreational program or event.

Beautification and Enhancement Projects

Lead or support an effort to improve the visual appeal and usability of a park through a planting project, cleanup campaign, or facility enhancement.

Add Yearly Special PTRC Projects to Work Plan Annual Calendar

Once the PTRC has decided on 1-5 yearly special PTRC projects, they should add these projects to the Work Plan calendar for the year. Make sure to add opportunities for research, follow-up, and final reporting on each of these projects throughout the annual Work Plan calendar, too.

Parks, Trails, and Recreation Commission

Sample 2026 Work Plan

Parks, Trails, and Recreation Commission

The Parks, Trails, and Recreation Committee (PTRC) represents residents by helping guide the development and improvement of parks, trails, and natural spaces. The PTRC advises the City Council, monitors the use and improvement of parks, trails, and recreation areas, and works with other City committees and commissions to enhance them. As an advisory committee, the PTRC does not have decision-making authority, but rather serves as a resident voice to make recommendations to the City Council.

Meetings

Meetings are held monthly:

- Third Tuesday of the month
- 6:30 pm – 8:00 pm
- Arden Hills City Hall

PTRC Members

- SJ Julius, Chair - term expires 2027
- Dan Dietz, Vice Chair - term expires 2027
- Elizabeth Johnson - term expires 2026
- Nikhath Nazir Ahmed - term expires 2027
- Derek Hilding - term expires 2027
- Lacy Loosbrock - term expires 2025
- Kate Olson - term expires 2025
- Ted Chesrand - Youth Committee Member, 2025 - 2026

City Council Liaison

- Emily Rousseau

Staff Liaison

- Jess Skalicky, Parks and Recreation Manager



PTRC Work Plan

The Annual Work Plan serves as the primary roadmap for the Parks, Trails, and Recreation Commission (PTRC), outlining the committee's focus areas, meeting agendas, and key goals throughout the year. It helps ensure that the Commission's efforts are organized, purposeful, and aligned with the community's needs and the city's broader parks and recreation objectives. By establishing clear priorities and action steps, the Work Plan guides how the Commission advises City Council and engages with the public.

2026 Yearly Special PTRC Projects

1.

2.

3.

4.



2026 Annual Calendar

January

Annual Work Plan Draft

Develop a draft of the Annual Work Plan outlining priorities, projects, and goals for the upcoming year.

Adopt-a-Park

Review the updated informational documents about the City's Adopt-a-Park, Adopt-a-Trail, Adopt-a-Garden, and Adopt-a-Spot program. Give feedback before final presentation to City Council for approval.

February

Recreation Annual Report

Assess the yearly report on recreation programs and participation rates. Use this information to give feedback on new program ideas and opportunities for improvement.

Finalize PTRC Annual Work Plan

Review and refine the PTRC Annual Work Plan draft with the Commission before presenting it for final Council approval.

March

Public Works Maintenance Plan

Evaluate the annual maintenance schedule and priorities set by Public Works for parks and trails. Offer input on maintenance priorities, planting plans, and recommend park improvements to include in the plan.

April

Current Year Parks CIP

Review the current Capital Improvement Plan to monitor active projects, budgets, and timelines. Provide feedback to ensure projects align with community needs and Commission priorities.

May

Park System Plan Updates

Review the new Park System Plan and give final feedback and recommendations before it is accepted and adopted by council. Ensure the plan reflects changing community needs and supports long-term goals.

June

Parks Tour

Conduct an annual tour of local parks and facilities to observe conditions firsthand. Use this opportunity to identify maintenance needs, potential improvements, and gather ideas for future projects.

July

Attend Annual Committees and Commissions Appreciation Picnic

Participate in the yearly appreciation event to connect with other city advisory members, celebrate accomplishments, and strengthen community relationships.

Attend Arden Hills' 75th Anniversary Celebration

Attend the 7th Anniversary Celebration on July 17, 2026. This event will celebrate the city's past, present, and future, and have food trucks, family games, live entertainment, and a drone show.

September

Work Plan Review

Conduct a review by Quarter 3 to evaluate progress on the PTRC Work Plan and present findings and recommended adjustments to City Council.

October

Flashlight Pumpkin Hunt

Recruit volunteers for the annual Flashlight Pumpkin Hunt and serve as volunteers at the event, too.

November

Future Year Parks CIP

Review proposed capital projects and budgets planned for upcoming years. Provide recommendations to help prioritize projects that best serve the community.

December

Annual Work Plan Draft

Develop a first draft of the Annual Work Plan outlining priorities, projects, and goals for the upcoming year.



DATE: January 20, 2026
TO: Parks, Trails and Recreation Committee
FROM: Jess Skalicky, Parks and Recreation Manager
SUBJECT: PTRC Agenda Template and Subcommittees

Requested Action

Discuss potential changes to the PTRC Agenda Template and

Background

The Parks, Trails, and Recreation Committee currently has several subcommittees that worked on special projects before and during 2025. Some of these subcommittees have completed their work, and others no longer have active members.

The committee should discuss whether changes are needed to the subcommittees and, if so, update the PTRC agenda template accordingly.

Attachments

None



DATE: January 20, 2026
TO: Parks, Trails and Recreation Committee
FROM: Jess Skalicky, Parks and Recreation Manager
SUBJECT: PTRC Charter Update

Requested Action

Discuss potential changes to the PTRC Charter.

Background

The City of Arden Hills established a Parks and Recreation Committee in or before 1968. In 2000, the committee was renamed the Parks, Trails, and Recreation Committee. The committee's charter and ordinance have been amended periodically, most recently in 2024.

The current ordinance allows up to 12 members and up to two youth members. Compared to neighboring and peer cities of similar size, the committee is relatively large.

The committee should discuss whether any amendments to the PTRC ordinance are desired.

Attachment

Attachment A: Parks, Trails, and Recreation Committee Ordinance
Attachment B: Neighboring & Peer City PTRC Committee Sizes

220.05 Parks, Trails and Recreation Committee.

Subd. 1 Establishment of Committee. The Parks, Trails and Recreation Committee is hereby established to review and evaluate the City's Parks, Trails and Recreation Programs.

Subd. 2 Composition. The Parks, Trails and Recreation Committee shall consist of up to twelve (12) members appointed by the City Council. The membership is open to any resident, or non-resident affiliated with an Arden Hills business, non-profit, or community organization that is interested in the City's Parks, Trails and Recreation Programs. At all times, a majority of the Committee membership shall be current residents of Arden Hills. Geographical balance may be used as criteria for selecting new members. One additional member may be appointed by the City Council as a Youth Committee Member. The Youth Committee Member will have the same voting rights as other members of the committee. The Youth Committee Member's term will last for one year from September 1st through August 31st. The Youth Committee Member must be a Sophomore, Junior or Senior enrolled in a high-school or PSEO program; and be enrolled in a school district that serves Arden Hills or a resident of Arden Hills attending a school outside of the City's typical school districts. At no time shall there be more than two (2) members who meet the criteria of Youth Committee Member serving on the Committee. **(Revised 6/10/2024)**

Subd. 3 Duties and Functions. The duties and functions of the Committee shall be included in the Annual Resolution appointing new members and may be changed by Council Resolution, from time to time, based on the needs of the City.

Parks, Trails, Recreation, Natural Space, Forestry, Environment Commission and Committee Sizes Arden Hills Neighboring and Peer Cities

Arden Hills

Arden Hills

Population: 10,000

Committee Size: **14** - 12 members; 2 youth members

Member to Resident ratio: 1:714

Peer Cities

Mounds View

Population: 13,250

Committee Size: **7** members

Member to Resident Ratio: 1: 1,900

Little Canada

Population: 10,500

Committee Size: **8** - 7 members, 1 youth member

Member to Resident Ratio: 1: 1,300

White Bear Township

Population: 10,500

Committee Size: **7** members

Member to Resident Ratio: 1: 1,500

North Branch

Population: 10,500

Committee Size: **5** members

Member to Resident Ratio: 1: 2,100

Neighboring Cities

New Brighton

Population: 23,500

Committee Size: **9** members

Member to Resident ratio: 1:2,600

Shoreview

Population: 27,000

Committee Size: **10** - 9 members; 1 youth member

Member to Resident Ratio: 1: 2,700

Roseville

Population: 36,250

Committee Size: **12** - 10 members, 2 youth members

Member to Resident Ratio: 1: 2,600



DATE: January 20, 2026

TO: Parks, Trails and Recreation Committee

FROM: Jess Skalicky, Parks and Recreation Manager

SUBJECT: Adopt a Park

Requested Action

Give feedback on the proposed Adopt a Park Informational Packet.

Background

The City of Arden Hills has a long history of strong citizen-led volunteer efforts that help keep parks, trails, and natural areas clean, attractive, and well maintained. Some groups have formally adopted parks, while others have contributed hundreds of volunteer hours to support park stewardship.

The 2026 Strategic Plan calls for expanding and the Adopt-a-Park program. While the City has previously had a formal adoption process, there is currently no standardized form or sign-up procedure for individuals or groups to Adopt parks, trails, or natural spaces. Staff have recently developed an informational brochure and sign-up sheet to formalize the program.

Attachment

Attachment A: Adopt a Park Informational Packet



DRAFT

ADOPT A PARK

Parks • Trails • Gardens • Natural Areas



cityofardenhills.org/adoptapark

ADOPT A PARK

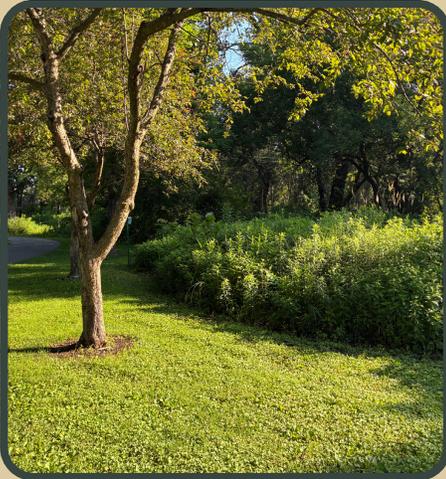
Parks • Trails • Gardens • Natural Areas



Parks & Trails

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- Pick up litter and keep areas clean
- Keep walking a bike paths clear of litter & debris
- Report safety hazards or damage
- Remove debris from paths
- Monitor park conditions regularly
- Report trail erosion
- Keep signs and benches clear
- Report invasive species
- **Commitment:** 4-6 visits per year



Garden / Landscaping Area

- Weed and mulch garden beds
- Water plants as needed
- Prune shrubs and trees
- Plant seasonal flowers or shrubs
- Remove invasive plants
- Maintain healthy soil
- Keep garden areas tidy
- Monitor plant health
- **Commitment:** 2-4 visits a month (April - October)



Natural Areas

- Remove invasive plants carefully
- Protect native plants and wildlife
- Monitor habitat health
- Control erosion naturally
- Keep natural trails clear
- Avoid disturbing wildlife
- Report environmental concerns
- Promote respect for natural areas
- **Commitment:** 2-4 visits a month (April - October)

ADOPT A PARK PREMIER PARTNER

Extra Dedication. Extra Impact.

DRAFT



WHO THIS TIER IS BEST FOR:

- Civic organizations looking for a meaningful service project
- Local businesses wanting a valuable community partnership
- Garden clubs, youth groups, faith communities, and service clubs
- Any group excited about taking an intense hands-on role in caring for a park

WHAT PREMIER PARTNERS DO:

- Park-wide litter pickup during each visit
- Routine garden maintenance, including planting, weeding and deadheading
- Reporting safety issues or maintenance needs
- Present any large-scale gardening or park maintenance projects to the Parks and Recreation Department for coordination and approval.

TIME COMMITMENT:

- 1-2 visits per week during the spring and summer months (April–October)
- Each visit typically lasts 1–2 hours, depending on park size
- Premier partners are responsible for recruiting and onboarding their volunteers

TRAINING & SUPPORT:

- Receive elevated recognition for their increased commitment, which may include:
 - A sign placed at the adopted park
 - Acknowledgment on the City website or volunteer page
 - One newsletter article and one social media post per year highlighting their commitment & inviting volunteers to join the effort
 - Invitations to volunteer appreciation events

Adopt-a-Park General Guidelines and Regulations

Thank you for your commitment to keeping our parks and natural areas clean, beautiful, and safe. To ensure a positive and effective experience for all participants, please follow these general guidelines and regulations:

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Safety First

Always prioritize safety. Use gloves and appropriate tools when handling litter or plants. Be aware of your surroundings, watch for wildlife, and avoid hazardous areas. Notify the city immediately if you encounter unsafe conditions.

Respect the Environment

Remove litter and invasive species carefully without disturbing native habitats. Near trails, only remove invasive trees less than 4" in diameter. Near trails, do not kill invasive trees without fully removing them. In remote areas, only remove invasives and trees that were obviously not planted by staff. Dispose of collected trash and debris only in designated park dumpsters or collection points.

Proper Use of Tools and Equipment

Use tools and equipment safely and as intended. Do not use power tools or heavy machinery unless given authorization to do so.

Coordination and Communication

Coordinate with the Parks and Recreation Department before beginning any large projects to ensure alignment with park maintenance plans. Provide updates or feedback regularly to help improve park care and safety. Notify the department of any issues affecting the success of your volunteer efforts.

Volunteer Conduct & Commitment

Ensure all volunteers sign a waiver prior to volunteering with your group. Treat fellow volunteers, park visitors, and staff with kindness, respect and courtesy. Avoid any activities that could disrupt wildlife or other park users. Commit to regular maintenance schedules as agreed upon with the Parks and Recreation Department to ensure consistent care of your adopted area.

Ongoing Participation

Adopt-a-Park agreements require ongoing participation. If volunteer activities are not completed and/or no communication is received within a 6-month period, the City may end the agreement and return the park to City maintenance without notice.

Thank you for helping keep our parks welcoming and beautiful for everyone to enjoy.



Adopt a Park Registration Form

Contact Information

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Group Name: _____

Address: _____

Contact Name: _____ Phone number: _____

Email Address: _____

Website Address: _____

Area Selection

Park Trail Segment Garden/Landscaping Area Natural Space Premier Partner

Describe your chosen location in detail:

Why did you choose this to adopt this park, trail, garden, or natural area?

Can you commit to adopt your chosen area for a minimum of two-years? Yes No

Acknowledgement

I have read and agree to the Adopt a Park guidelines outlined in this packet.

Printed name: _____ Title: _____

Signature: _____ Date: _____

Adopt a Park Contact

Jess Skalicky, Parks and Recreation Manager
1245 Hwy 96 W, Arden Hills, MN 55112
jskalicky@cityofardenhills.org
work: 651-792-7845