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**CITY OF ARDEN HILLS  
PARKS, TRAILS AND RECREATION COMMITTEE MEETING  
TUESDAY, NOVEMBER 15, 2022, 6:30 PM  
ARDEN HILLS CITY HALL**

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**CALL MEETING TO ORDER**

Chair Marie Hinton called the November 15, 2022 meeting of the Parks, Trails, and Recreation Committee to order at 6:30 p.m.

**MEMBERS PRESENT:** Chair Marie Hinton, Committee Members Paul Beggin, Kristine Poelzer, Mark Kelliher, Kerri Seemann, Jill Anderson, Tim Nelson, and Dan Dietz

**OTHERS PRESENT:** Public Works Director/City Engineer David Swearingen, Arden Hills Foundation Board Member Arlene Mitchell and Lacey Loosbrock

**ABSENT:** Committee Members Micah Kiernan, and Council Liaison Steve Scott

**1. APPROVAL OF AGENDA**

**Chair Hinton** said there were two items to add: a programming update that includes the Recreation Coordinator position, and an update from the Arden Hills Foundation.

**Committee Member Poelzer** said she would provide an update on volunteers at Floral Park.

**A motion was made by Committee Member Kelliher and seconded by Committee Member Beggin to approve the agenda as amended. Motion passed unanimously.**

**2. APPROVAL OF MINUTES**

**A. September 9, 2022 PTRC Minutes**

**B. October 18, 2022 PTRC Minutes**

**Committee Member Anderson** noted a typo on page 2 of the October minutes.

**A motion was made by Committee Member Anderson and seconded by Committee Member Poelzer to approve the minutes as amended. Motion passed unanimously.**

**Arden Hills Foundation Board Member Mitchell** distributed a handout with a breakdown of funds tagged for PTRC projects, and a list of things that have been done previously that tie to parks and trails. She explained that they are a 501(c)(3) charity which provides a tax write off for anyone donating to the Foundation. She further explained the amounts shown as donations relating to parks

and trails, and the projects that have been completed. Since the Foundation was founded 10 years ago they have received over 300 donations totaling \$118,000, of which \$85,000 has been disbursed. The Foundation would appreciate suggestions on how to best make use of the parks and trails funds.

**Committee Member Kelliher** asked how much money the Foundation currently had and if any of that could be used for parks and trails.

**Arden Hills Foundation Board Member Mitchell** responded they have \$32,000. Not all money can be used for parks and trails, some has been donated specifically for other projects. She explained that the City Council has to approve the donations that the Foundation makes to the City, but that not all Foundation money goes to the City. She gave examples of other ways the funds are spent.

**Committee Member Poelzer** said there are some items on their work plan that the Foundation could help fund.

**Arden Hills Foundation Board Member Mitchell** said the PTRC would have to work with the City to know if the items would be acceptable, and if so they should put a request together to submit to the Foundation for possible approval. She can help with banking, thank you/receipt letters for donations etc. as they collect funds. She explained that an acknowledgement is sent to the donor, not to the family of the person the donation is made in memory of as she wouldn't have that contact information.

**Public Works Director/City Engineer Swearingen** said they no longer use a flat rate for benches mostly because of shipping costs increasing and the unknown of that price. He would prefer that the PTRC Chair communicates with the Foundation and copies the staff liaison.

### **3. UNFINISHED BUSINESS**

#### **A. Trail Projects Update**

**Public Works Director/City Engineer Swearingen** reported that the Old Highway 10 feasibility study was recently completed which will be used to pursue funding opportunities and can be found on the City website. The Lake Johanna Boulevard study is also on the City website, the County is planning to program the trail for 2028. The Parkshore Drive exercise trail loop has asphalt but the equipment is not yet installed. The Mounds View High School trail improvement open house will be at City Hall on November 16 and PTRC members are encouraged to attend.

**Public Works Director/City Engineer Swearingen** said the Arden Manor park improvement survey will close at the end of the week, the Floral Park survey will follow. Once the surveys are complete there will be a work session discussion with Council to determine preliminary design that the consultant can use to design the parks. The CIP for park related items is online, the budget is being finalized. And finally, Matt Johnson has accepted the offer for Recreation Supervisor with an anticipated start date of December 5.

## **B. PTRC Item Update**

**Chair Hinton** said Council Liaison Scott had provided her an email update stating the Council agreed to purchase some volunteer vests, and the trail naming contest was rejected and they would like PTRC to submit names for consideration.

**Public Works Director/City Engineer Swearingen** stated he would need to verify about purchasing vests, it was his understanding these items would be brought to the December 19 work session by the PTRC.

Discussion took place regarding who could attend the work session.

## **C. Parkshore Loop Trail Name**

**Public Works Director/City Engineer Swearingen** explained that PTRC had suggested holding a contest to name the trail, the idea was brought to Council but Council wanted PTRC to suggest names, using the criteria on the handout.

**Committee Member Kelliher** suggested they narrow down which criteria they would like to use.

**Committee Member Poelzer** said it will be the only park with exercise equipment but wasn't sure how to put it into the name.

**Public Works Director/City Engineer Swearingen** said they should keep in mind that the trail is next to the senior living facility and the equipment is geared toward that age group.

**Committee Member Beggin** noted that if the property is located on the south side of Round Lake.

**A motion was made by Committee Member Kelliher and seconded by Committee Member Poelzer to concentrate on the function and location criteria and bring names to the next meeting. Motion passed unanimously.**

## **D. 2023 PTRC Work Plan Trail Recommendations**

**Chair Hinton** asked if anyone had a preference of what trails were mentioned in the 2023 work plan.

**Committee Member Nelson** suggested an extension of the Elmer Anderson trail from the high school to County Road E2.

Discussion ensued regarding the location of the proposed trail.

**A motion to add the extension discussed was made by Committee Member Nelson and seconded by Committee Member Kelliher. Motion passed unanimously.**

**Chair Hinton** asked to have any additional ideas sent to her via email.

#### **4. NEW BUSINESS**

**Committee Member Beggin** said winter programming was discussed by the Council and he would like an update.

**Public Works Director/City Engineer Swearingen** stated the strategy was to hold programs that have a built-in instructor, such as dance, tai chi and yoga. The programs that needed seasonal workers to staff were dropped temporarily as there is currently no-one to manage the staff. However, four seasonal employees were hired to work at the ice rinks on weekends, and there will be a floating seasonal for the weekdays at all rinks.

Discussion reverted back to the work plan and which trails and other items to take off of the recommended list due to being in progress or completed.

##### **A. Park Stewardship**

**A motion to table to the next meeting was made by Committee Member Kellier and seconded by Chair Hinton. Motion passed unanimously.**

##### **B. Park Restroom Locks**

**Committee Member Poelzer** said currently Perry and Cummings parks' indoor restrooms aren't open unless the facilities/ball field are rented or when the city holds an event.

**A motion to request a cost feasibility study to install automatic timer open/locks at Perry and Cummings Parks restroom facilities, and add to the 2024 budget if not capable to install sooner was made by Committee Member Poelzer.**

**Public Works Director/City Engineer Swearingen** said this would lead to a constant maintenance need. They would need to determine to cost of maintenance and staff time.

**Committee Member Beggin** requested to amend the motion to include cost of staff time, supplies and installation of the locks.

**The motion as amended was seconded by Committee Member Seemann. Motion passed 7-1 with Committee Member Kelliher opposed.**

##### **C. Review Status of Past PTRC Goals**

**Chair Hinton** stated she would remove this item from the agenda as they will be reviewing goals with the City Council in December.

##### **D. Rain Gardens**

**Committee Member Poelzer** said she would like to know if anyone would be interested in helping with the upkeep of City rain gardens.

**Public Works Director/City Engineer Swearingen** noted they are on City property and collect stormwater runoff. There are about 100 privately maintained gardens and dozens of city-maintained gardens. He is working on a map and addresses of gardens.

**A motion to table this item until a map and list of addresses was available from staff was made by Committee Member Poelzer and seconded by Committee Member Kelliher. Motion passed unanimously.**

#### **E. BWSR Pilot Program**

**Committee Member Anderson** said she was asked to forward the information to PTRC.

**Committee Member Seemann** said the city can't apply for the program, it has to be through a county or another partner.

#### **F. January and February Revised Meeting Dates**

**Chair Hinton** noted they were meeting with the City Council in December and usually PTRC doesn't hold a meeting in December, and there were meeting date conflicts in January and February due to holidays.

**A motion was made by Committee Member Nelson and seconded by Committee Member Poelzer to not hold a December meeting. Motion passed unanimously.**

**A motion was made by Committee Member Anderson and seconded by Committee Member Nelson to accept the upcoming meeting dates of January 24 and February 28, 2023. Motion passed unanimously.**

#### **G. Term Limits**

**Chair Hinton** acknowledged the resignation of Committee Members McGaugh term completions of Committee Members Kiernan and Beggin.

### **5. REPORTS**

None.

### **6. NEXT MEETING**

PTRC will meet with the City Council on December 16. The next PTRC Committee meeting is scheduled for Tuesday, January 24, 2023.

### **ADJOURNMENT**

The meeting adjourned at 8:07 p.m.