



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Minutes - Final Park & Recreation Advisory Board

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Monday, December 2, 2024

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA

#### CALL TO ORDER AND ROLL CALL

*Chair Rebecca Peterson called the meeting to order at 6:03 p.m. Administrative Associate Kirsten Fjeld Zillmer took Roll Call.*

*Present: Chair Rebecca Peterson, Vice Chair Aaron Lauer, Board Member Krissa Anderson, Board Member Peder Jothen, Board Member Amie Miller, Board Member Adam Olson, Ex-Officio Member Kathleen Holmes (non-voting) and Youth Representative Isaac Rich.*

*Absent: Ex-Officio Member Zachary Bohar (non-voting) and Youth Representative Hollis Holden (non-voting).*

*Also present: Charlie Fredericks, Streets and Parks Manager; Melissa Bernhard, Recreation Coordinator at Northfield Community Education, and Kirsten Fjeld Zillmer, Meeting Associate.*

**Present:** 7 - Board Member Peder Jothen, Rebecca Peterson, Board Member Krissa Anderson, Board Member Adam Olson, Board Member Amie Miller, Aaron Lauer and Board Member Isaac Rich

#### APPROVAL OF AGENDA

**A motion was made by Vice Chair Aaron Lauer, seconded by Board Member Amie Miller, to approve the December 2, 2024 agenda. The motion carried by the following vote:**

**Yes:** 7 - Board Member Jothen, Board Member Peterson, Board Member Anderson, Board Member Olson, Board Member Miller, Chair Lauer and Board Member Rich

#### APPROVAL OF MINUTES

1. [24-726](#) November 4, 2024 PRAB Meeting Minutes.

**A motion was made by Board Member Krissa Anderson, seconded by Vice Chair Aaron Lauer, to approve the November 4, 2024 minutes as amended. The motion carried by the following vote:**

**Yes:** 7 - Board Member Jothen, Board Member Peterson, Board Member Anderson, Board Member Olson, Board Member Miller, Chair Lauer and Board Member Rich

#### OPEN PUBLIC COMMENT

*No public comment was received.*

#### REGULAR AGENDA

2. [24-727](#) Consider Motion to Support the Proposed 2025 Meeting Schedule Changes

*Street and Parks Manager Charlie Fredericks presented details to the PRAB regarding changing the meeting schedule to every other month and to the third Monday of the month. He clarified questions the board had about the ability to schedule additional meetings if needed.*

**A motion was made by Vice Chair Aaron Lauer, seconded by Board Member Adam Olson, to approve the Proposed 2025 Meeting Schedule Changes. The motion carried by the following vote**

**Yes:** 7 - Board Member Jochen, Board Member Peterson, Board Member Anderson, Board Member Olson, Board Member Miller, Chair Lauer and Board Member Rich

3. [24-728](#) Consider Confirming the Approval of Relocating the Archery Range to Meadows Park

*Street and Parks Manager Charlie Fredericks presented background on the history of the decision to move the Northfield Archery Range to Meadows Park and the public input that was sought. He answered board members questions regarding relocating the trail, possible concerns from the Cannon River Sportsmen's Club, safety, parking, and cost.*

*During discussion Board Member Adam Olson held that the plans to move the archery range to Meadows Park appear to be hastily made and that neither the Sportsmen's Club nor the community would be happy with the move. Board Member Krissa Anderson responded that the location had been studied and discussed for a considerable period of time and Vice Chair Aaron Lauer reminded the board that city received 40 responses from the community survey about the move.*

*Board Member Anderson stated that she would like to see further clarification from Street and Parks Manager Fredericks, after consulting with the Sportsmen's Club, about the workability of the location within Meadows Park, parking, and trail placement, before a vote is taken.*

**A motion was made by Board Member Krissa Anderson, seconded by Vice Chair Aaron Lauer, to approve Relocating the Archery Range to Meadows Park. The motion was presented and discussed.**

**Following discussion, Board Member Anderson withdrew the motion to approve Relocating the Archery Range to Meadows Park.**

**A motion was made by Board Member Adam Olson to approve a requirement that the Street and Parks Department will look for other areas within the city to locate the Northfield Archery Range. The motion failed for lack of a second.**

**A motion was made by Board Member Krissa Anderson, seconded by Board Member Aime Miller, to approve the postponement of a decision to consider Relocating the Archery Range to Meadow Park, to the January 2025 meeting, and requiring the Streets and Parks Department to communicate with the Cannon River Sportsmen's Club about the feasibility of the walking distance to the parking lot, the need to relocate trails, and where those trails would go within Meadows Park.**

**Yes:** 6 - Board Member Jochen, Board Member Peterson, Board Member Anderson, Board Member Miller, Chair Lauer and Board Member Rich

**No:** 1 - Board Member Olson

## STAFF UPDATES

4. [24-729](#) Staff Reports.

*Street and Parks Manager Charlie Fredericks answered a question from the board regarding the winterization of facilities and the feasibility of restroom access at city parks. A compliment was given to him regarding the downtown holiday lighting.*

*Northfield Community Education Recreation Coordinator Melissa Bernhard reported that the Winter/Spring Registration opens Friday, December 6.*

## BOARD MEMBER AND COMMISSIONER REPORTS

*Ex-Officio Member Kathleen Homes reported that the resolution on the Long-Term Sechler Park Plan is on the agenda for the December 3 city council meeting and she thanked the PRAB for their feedback on the plan. She also reported that the council would be voting on the five-year CIP and that she hopes to report back on that at the March meeting.*

## ADJOURNMENT

*Meeting adjourned at 6:44 p.m.*

**A motion was made by Vice Chair Aaron Lauer, seconded by Board Member Adam Olson, to approve adjournment. The motion carried by the following vote:**

**Yes:** 7 - Board Member Jothen, Board Member Peterson, Board Member Anderson, Board Member Olson, Board Member Miller, Chair Lauer and Board Member Rich