**FINAL MEETING MINUTES**

 DATE: Tuesday, April 4, 2017

 TIME: 6:00 PM

 LOCATION: Birchwood City Hall

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 6:03 PM**

**Meeting to Discuss:**

Summary of City Council workshop, determination of process to accomplish our purpose

**Attendee Names**

Kathy Blegen-Huntley, Tami Hart, Kellie Lund, Kelly Paradise, Steve Schad, Trilby White

**Attendees Not Present**

Chris Rollinger

**Approval of Previous Minutes**

Blegen-Huntley moved to approve March minutes; Paradise seconded; passed unanimously

**Reports**

No public comment received.

Schad and White reviewed City Council workshop information relevant to our committee process regarding open meeting laws. We cannot conduct discussion outside committee meetings in any form with more than 3 of us at a time, and need to be cautious of serial communication. Draft minutes will be sent by secretary to chair who will send them to committee members for review and to City Clerk for posting. Draft minutes will be approved at next meeting. Secretary will then send final minutes to City Clerk for posting as final minutes.

Process for achieving our committee purpose was discussed and determined:

1. Members visit Birchwood open spaces (map on City website)
2. Members share visions and brainstorm ideas
3. Information gathering: possible survey/s, possible expert input (example – dog behavioral expert)
4. Determine top ideas for off-leash dog recreation area/s
5. Hold public workshop to share ideas and gather input, seek public input via survey
6. Create proposal for off leash dog recreation area/s to submit to City Council

Themes/ideas that emerged from discussion:

* Space/s well-integrated into the character of Birchwood
* Intended only for use by Birchwood residents

 **Unfinished Business – Action Steps**

White will communicate City Council’s decision about who will be our Council liaison when known.

Council received draft of committee bylaws, will review and likely amend prior to finalizing. We are to follow draft bylaws until then.

**Motions**

Schad moved to amend agenda to receive public comment just prior to adjournment of this and future meetings. Hart seconded; motion died

Schad moved to add summary of City Council Workshop relevant to our work to this meeting agenda. Seconded by Lund. Passed unanimously.

Approval of final agenda moved by White; seconded by Blegen-Huntley; passed unanimously.

**New Business**

Committee member homework prior to May 2nd meeting:

* Visit all Birchwood public spaces
* Send thoughts about spaces and dog recreation area options to Tobin Lay by 4/25 for compilation and circulation to committee prior to next meeting

**Announcements**

To fulfill our purpose as a committee we are obligated to review and consider all public spaces in the community. We are committed to a process that will include community member input and opportunities for discussion. Those opportunities will be clearly communicated with full community participation encouraged.

**Other Business**

* Next meeting Tuesday May 2, 2017 6:00-7:30 PM at City Hall
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve April minutes
	+ Receive public comment
	+ Discuss ideas generated by review of public spaces
	+ Revise committee vision statement
	+ Develop June meeting agenda
	+ Adjourn

**Adjournment**

Blegen-Huntley motioned to adjourn; White seconded; passed unanimously at 7:30 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**