**FINAL MEETING MINUTES**

 DATE: Tuesday, July 11, 2017

 TIME: 5:15 PM

 LOCATION: Birchwood City Hall

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 5:22 PM**

**Meeting to Discuss:** Prep work and timelines for Public Forum

**Committee Members Present:**  Kathy Blegen-Huntley, Tami Heart, Kellie Lund, Steve Schad,

**Committee Members Not Present:** All present

**Approval of Previous Minutes**

Schad moved to approve June 22nd minutes. Lund seconded. Motion passed

**Reports**

No public comment received

A decision was made for committee members to retrieve minutes off City website vs. having City Clerk send them to each of us.

The committee discussed our committee vacancies. Size of committee will be determined at tonight’s City Council Meeting. Process to fill vacancies will be for interested parties to follow the standard application process, which will be processed by the City Council.

The two public spaces visited last meeting: behind City Hall and Bloomquist Park were discussed by committee as to pros apparent at this point for each possible location:

* Behind City Hall Pros: possible easy access to lighting, less brush to clear, more hidden, less controversial than Bloomquist Park.
* Bloomquist Park Pros: feels safer, easier to access, already a park.

Approximate dimensions of both sites reviewed.

The committee empowered Heart during site visits/meeting with Michelle Ichtapu to incorporate helpful suggestions/minor alterations that remain within the current square footage vision, and remain in accordance with the following principles:

* Bloomquist – similar distance from tennis court and neighboring properties must be maintained
* Behind City Hall – similar distance from City Hall and neighboring properties must be maintained

The committee updated the following future tasks and timelines:

1. Sites architect meeting - 7/12
2. Site drawings completed – 7/28
3. Flyer for Public Forum completed– 7/28
4. Flyers distributed - 8/1
5. Cost estimates for materials and labor – 8/1
6. Public Forum agenda and tasks for Forum finalized at committee meeting - 8/1
7. Public Forum – 8/22 5:30-6:30 at City Hall
8. Possible community survey as part of mid September newsletter/utility bill mailing
9. Dog Park Proposal presentation to City Council – October meeting

**Unfinished Business – Action Steps**

Schad will report decision from City Council regarding committee vacancies.

Schad will report City Attorney input regarding possible ADA requirements for off leash dog area.

Heart will work with Michelle Ichtapu on proposed site drawings of two possible public spaces.

Heart will provide drawings to Lund at earliest opportunity to utilize for materials/labor estimates.

Heart will draft Public Forum flyer, send draft to City Clerk for distribution to committee members. Committee members will communicate suggested edits for final Public Forum flyer to City Clerk, who will pass them onto Heart, who will make final flyer.

When flyer completed, Heart will work with Schad to distribute flyers to committee members for distribution within community.

**Motions**

Lund moved to approve agenda. Seconded by Schad. Motion passed

**New Business**

None

**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 August 1, 2017 6:00-7:30 PM at City Hall
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve July 11 minutes
	+ Receive public comment
	+ Review site drawings
	+ Review material/labor estimates
	+ Develop agenda for Public Forum
	+ Determine preparation tasks/materials for Public Forum
	+ Update future tasks and timeline as needed
	+ Develop next meeting agenda
	+ Adjourn

**Adjournment**

Schad moved to adjourn; Lund seconded; passed unanimously at 6:13 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**

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