**FINAL MEETING MINUTES**

 DATE: Thursday, June 22, 2017

 TIME: 5:30 PM

 LOCATION: Birchwood City Hall

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 5:31 PM**

**Meeting to Discuss:** possible off leash dog areas for site behind City Hall and for Bloomquist Park

**Committee Members Present:** Tami Heart, Kellie Lund, Steve Schad,

**Committee Members Not Present:** Kathy Blegen-Huntley

**Approval of Previous Minutes**

Schad moved to approve June 6th minutes with correction of one typing error. Lund seconded. Motion passed

**Reports**

No public comment received

The committee discussed our committee vacancies

Schad reported that our Council Liason is Kevin Woolstencroft.

It is apparent that the Planning Commission meeting time will remain the first Tuesday of the month at 7:00 p.m. We will schedule our meetings accordingly

The two public spaces: behind City Hall and Bloomquist Park were visited by committee. Possible off leash dog areas within each site were viewed, explored, and discussed

The committee updated the following order of tasks to attain prior to the public forum and survey in mid August:

1. Site drawings reviewed
2. Cost estimates for materials and labor determined
3. Flyer announcing public forum and survey finalized
4. Survey seeking public comment finalized
5. Public forum meeting agenda finalized

**Unfinished Business – Action Steps**

Schad will seek a decision from City Council regarding committee vacancies

Schad will seek consultation from City Attorney regarding possible ADA requirements for off leash dog area

Heart will work with Michelle Ichtapu on proposed site drawings and will create a PDF of Google Maps image of two possible public spaces

Lund will research material costs

**Motions**

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

**New Business**

White resigned from committee due to role on City Council

**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 Thursday July 11, 2017 5:15-6:15 PM at City Hall
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve June 22nd minutes
	+ Receive public comment
	+ Review site plans
	+ Review flyer
	+ Update tasks and timeline as needed
	+ Develop next meeting agenda
	+ Adjourn

**Adjournment**

Schad moved to adjourn; Hart seconded; passed unanimously at 7:10 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**

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