**FINAL MEETING MINUTES**

 DATE: Tuesday, June 6, 2017

 TIME: 5:00 PM

 LOCATION: Birchwood City Hall

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 5:07 PM**

**Meeting to Discuss:** tasks and timelines needed to complete our proposal

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

**Committee Members Not Present:** Trilby White

**Approval of Previous Minutes**

Blegen-Huntley moved to approve May 23rd minutes; Schad seconded; passed unanimously

**Reports**

No public comment received

The committee discussed our revised bylaws and reviewed the process for filling of committee vacancies

The committee set a timeline for mid August to conduct our public forum and survey

The committee reviewed a draft flyer for circulation at the July 4th parade about the public forum and survey

The committee discussed components of the survey and reviewed a draft of some possible questions

The committee came up with the following order of tasks to attain prior to the public forum and survey:

1. Committee site review of both prospective sites
2. Drawings completed of both sites
3. Cost estimates for materials and labor determined
4. Flyer announcing public forum and survey finalized
5. Survey seeking public comment finalized
6. Public forum meeting agenda finalized

**Unfinished Business – Action Steps**

Schad will communicate City Council’s decision about who our Council liaison is

Schad will seek action from City Council regarding committee vacancies

Schad will seek clarity whether the Planning Commission meeting time will remain the first Tuesday of the month at 7:00 p.m.

**Motions**

Lund moved to approve agenda. Seconded by Blegen-Huntley. Motion passed

**New Business**

Rollinger resigned from committee due to ongoing schedule conflicts

**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 June 22, 2017 5:30-7:00 PM at City Hall
* Following meeting Tuesday July 11, 2017 5:15-6:45 PM at City Hall
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve June 6 minutes
	+ Receive public comment
	+ Visit two prospective sites to determine possible boundaries
	+ Update tasks and timeline if needed
	+ Develop next meeting agenda
	+ Adjourn

**Adjournment**

Schad motioned to adjourn; Hart seconded; passed unanimously at 6:20 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**

\\