**FINAL MEETING MINUTES**

 DATE: Tuesday, May 23, 2017

 TIME: 6:00 PM

 LOCATION: Birchwood City Hall

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 6:07 PM**

**Meeting to Discuss:** draft of revised committee vision, and recommended areas for off leash dog activity

**Committee Members Present:** Kathy Blegen-Huntley, Kellie Lund, Steve Schad, Trilby White,

**Committee Members Not Present:** Tami Hart, Chris Rollinger

**Approval of Previous Minutes**

Blegen-Huntley moved to approve May 2nd minutes; White seconded; passed unanimously

**Reports**

Public comment received: Two community members were present: Michelle Achtapu, Liz Dabruzzie

Both reported a desire to become more informed about our process, asked questions and shared additional thoughts. The committee also received comment via letter from community member John Anderson. Additionally the committee received a letter of resignation from the committee by Kelly Paradise.

The committee discussed and reached agreement on revisions to our committee vision statement:

Our committee serves to develop a detailed proposal for one or two off-leash dog areas for sole use by Birchwood Village residents. One site will be recommended to the City Council for initial implementation as a pilot project. Our committee envisions a fenced area that is unobtrusive with low visual impact. The area will be created using natural materials that compliment the atmosphere of our community. Our committee is committed to a thoughtful and careful process that will include community input. We share a goal with the community for impact upon neighbors of our chosen site to be limited as much as possible. To this end we are committed to a priority of safety for both our human and canine community members.

The committee held discussion of pros and cons of various sites. Our committee vision guided us to narrow our focus to two locations: the property behind City Hall and the undeveloped area of Bloomquist Park.

Schad will draft a committee update article for our next Birchwood Village newsletter that will focus on our vision, process and sites of focus.

We are committed to both an upcoming public forum and community survey to provide details of our proposal and illicit community input. Blegen-Huntley will prepare a fact sheet about our work to date including the community forum and survey details, which will be made available at our July 4th Parade.

White will focus on the visual elements of our proposals with assistance from community member Michelle Achtapu, an architect.

Lund will focus on building materials/estimates .

**Unfinished Business – Action Steps**

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

Committee bylaws to be reviewed as homework by committee members, with any needed discussion on the agenda for our next meeting.

Our standing committee meeting time conflicts with the Planning Commission meeting time. We scheduled our next meeting and agreed to delay determination of our standing meeting time awaiting an update from the Planning Commission.

**Motions**

Lund moved to amend agenda to include review of updated Committee Bylaws. Motion died.

Blegen-Huntley moved to add community messaging discussion to agenda. Motion seconded by Schad. Motion passed

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

**New Business**

**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 June 6, 2017 5:00-6:30 PM at City Hall (note earlier meeting time)
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve May 23rd minutes
	+ Receive public comment
	+ Review committee bylaws questions/concerns
	+ Determine tasks and timeline needed to complete our proposal
	+ Determine new standing meeting time
	+ Develop next meeting agenda
	+ Adjourn

**Adjournment**

Blegen-Huntley motioned to adjourn; White seconded; passed unanimously at 7:40 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**

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