**FINAL MEETING MINUTES**

 DATE: Tuesday, September 12, 2017

 TIME: 5:30 PM

 LOCATION: nearby Caribou Coffee

**Call to Order Birchwood Dog Park Committee**

**Schad called meeting to order at 5:50 PM**

**Meeting to Discuss:** Prep work and process for assembling proposal to City Council

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

**Committee Members Not Present:** Lease Wittenberg

**Reports**

The committee met to discuss the process of assembling the final proposal to be presented to the City Council**.**

The proposal will have the following headings:

* Background
* Charter
* Guiding principles
* Factors considered in determining recommended site
* Summary of public input
* Summary of costs
* Recommendations

**Unfinished Business – Action Steps**

Schad will consult Tobin on process for obtaining hard copy surveys enclosed in utility bills

**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**

* Two future meetings were scheduled:
	+ Tuesday October 3 5:30-7:00
	+ Tuesday October 24 5:30-7:00
* Next meeting draft agenda to include:
	+ Call to order
	+ Finalize agenda
	+ Approve August 1, and September 12 minutes
	+ Determine process for going forward to council
	+ Update future tasks and timeline as needed
	+ Develop next meeting agenda
	+ Adjourn

**Adjournment**

Schad moved to adjourn; Lund seconded; passed unanimously at 7:01 PM

**SECRETARY APPROVAL:**

 **Prepared by Secretary**

 **Kellie Lund**

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