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Memorandum

Project Name: Northfield Fire Station and Police Station
Project Number: KKE 1007.1308.21 and 22

To: Project Team
From: Cliff Buikema
Date: June 23, 2010
Subject: Proposed Meetings / Workshops – Site Selection / Design Development

DRAFT

Mtg. #	Date	General Topic	Topics for Discussion
1	Thursday, July 1	Joint Committees	<ul style="list-style-type: none">• Floor Plan Development• Building Systems• Building Materials, Image
2	Thursday, July 8	Design Committee	<ul style="list-style-type: none">• Floor Plan Refinement• Building Image Development
3	Thursday, July 15	Design Committee	<ul style="list-style-type: none">• Floor Plan Refinement• Alternative Site Layouts• Building Systems Development• Building Image Development
4	Thursday, July 15	Joint Committees	<ul style="list-style-type: none">• Progress Report• PD Site Report• PD Site Recommendation
5	Tuesday, July 19	City Council	<ul style="list-style-type: none">• Progress Report• PD Site Selection
6	Thursday, July 29	Steering Committee	<ul style="list-style-type: none">• Progress Report• Budget Update• Referendum Language
7	Tuesday, August 3	City Council	<ul style="list-style-type: none">• Progress Report• Budget Update• Referendum Language