



Planning and Economic Development  
Sara Roediger, AICP, Director

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From: Sara Roediger, Director  
To: Brownfield Redevelopment Authority  
Date: September 11, 2019  
Re: 2020 Meeting Schedule

As required in the By-Laws, the Brownfield Redevelopment Authority shall set the dates for its yearly meetings. The Board has been meeting quarterly on the 3<sup>rd</sup> Thursday of the month (January, April, July, October) when there is business to discuss. The Board is authorized to approve this schedule, which would result in meetings on January 16, 2020, April 16, 2020, July 16, 2020 and October 15, 2020 or vote to change the meeting dates if a majority wishes to do so. It is staff's recommendation that the Board continues to schedule quarterly meetings and if necessary business arises, Special Meetings can be requested by staff. Below is a motion for consideration:

**MOTION** by \_\_\_\_\_, seconded by \_\_\_\_\_, the Brownfield Redevelopment Authority hereby approves the 2020 meeting schedule at its October 16, 2019 Special Meeting, consisting of four quarterly meetings to be held on January 16, 2020, April 16, 2020, July 16, 2020 and October 15, 2020, and acknowledges that Special Meetings may be scheduled throughout the year if necessary.

Thank you.