



Planning and Economic Development  
Sara Roediger, AICP, Director

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From: Sara Roediger, Director  
To: Brownfield Redevelopment Authority  
Date: November 9, 2017  
Re: 2017 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 18, 2018, April 19, 2018, July 19, 2018 and October 18, 2018 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 2018 meeting schedule at its November 16, 2017 Special Meeting, consisting of four quarterly meetings to be held on January 18, 2018, April 19, 2018, July 19, 2018 and October 18, 2018, and acknowledges that Special Meetings may be scheduled throughout the year if necessary.

Thank you.