



Planning and Economic Development  
Sara Roediger, AICP, Director

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From: Sara Roediger, Director  
To: Brownfield Redevelopment Authority  
Date: January 16, 2025  
Re: 2025 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 January 16, 2025 (special notice was posted), April 17, 2025, July 17, 2025 and October 16, 2025 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 2025 meeting schedule at the January 16, 2025 special meeting, consisting of the remaining quarterly meetings to be held on April 17, 2025, July 17, 2025 and October 16, 2025, and acknowledges that Special Meetings may be scheduled throughout the year if necessary.

Thank you.