

Brownfield Redevelopment Authority

Meeting Minutes

January 2, 2025

In Person – City Hall

Meeting called to order at 4:26 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Lynn Snyder, Sherri Boettcher

Members Absent: Treasurer Josh Klee, Dacy Willard, Becky Streich Cliff Holland

Quorum Present

Minutes: Minutes from December 5, 2024, were reviewed.

Motion by Matt Hycki to approved December 5, 2024, minutes.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of December 31, 2024.

Motion by Sherri Boettcher to approve the treasurer's report as submitted.

Second by Tara Marczak

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Sherri Boettcher to adjourn the meeting.

Second by Matt Hycki

Motion Carried

Meeting adjourned at 4:28 pm

Next Meeting Thursday, February 6 at 4:30 pm, unless earlier at City Hall.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved _____ **Date** 2/6/25

Brian Saha, Chairperson

Brownfield Redevelopment Authority

Meeting Minutes

February 6, 2025

In Person – City Hall

Meeting called order at 4:38 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Lynn Snyder, Dacy Willard, Becky Streich, Sherri Boettcher

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Cliff Holland

Quorum Present

Minutes: Minutes from January 2, 2025, were reviewed.

Motion by Dacy Willard to approved January 2, 2025, minutes.

Second by Becky Streich

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of January 31, 2025.

Motion by Tara Marczak to approve the treasurer's report as submitted.

Second by Dacy Willard

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Becky Streich to adjourn the meeting.

Second by Dacy Willard

Motion Carried

Meeting adjourned at 4:39 pm

Next Meeting Thursday, March 6 at 4:30 pm, unless earlier at Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved  **Date** 3/6/25

Brian Saha, Chairperson

City of Pinconning Brownfield Development

Meeting Minutes

March 6, 2025

In Person – Community Building

Meeting called to order at 5:36pm

Roll call – Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Mayor Sheri Boettcher, Lynn Snyder, Dacy Willard. Quarom present.

Minutes from February 6, 2025, meeting was presented. Motion to approve February 6, 2025, minutes made by Matt Hycki, second by Sheri Boettcher. No discussion. Motion carried.

Treasurers report- fund balance is \$0.00. Motion made to approve the treasurer's report made by Matt Hycki, second by Sheri Boettcher. No discussion. Motion carried.

Presentations: None

Old business: None

New business: Motion to approve Jeff Phinney to the board made by Matt Hycki, second by Sheri Boettcher. No discussion. Motion carried.

Public comment: None

Motion to adjourn: Made by Sheri Boettcher, second by Matt Hycki. Motion carried.

Meeting adjourned at 5:38pm.

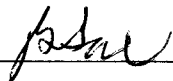
Next meeting April 3rd at the Pinconning Community Center.

Respectfully submitted by Josh Klee, DDA Treasurer.

Minutes approved:

Date:

Brian Saha, Chairperson

_____

4/3/25

Brownfield Redevelopment Authority

Meeting Minutes

April 3, 2025

In Person – City Hall

Meeting called to order at 4:37 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Vice Chairman Matt Hycki, Treasurer Josh Klee, Lynn Snyder, Becky Streich, Sherri Boettcher

Members Absent: Cliff Holland, Dacy Willard

Quorum Present

Minutes: Minutes from March 6, 2025, were reviewed.

Motion by Matt Hycki to approved March 6, 2025, minutes.

Second by Tara Marczak

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of March 31, 2025.

Motion by Sherri Boettcher to approve the treasurer's report as submitted.

Second by Matt Hycki

Discussion: None

Motion Carried

Old Business: Brian asked Becky Lakin if the DDA still needed to conduct the Brownsfield meeting with the changes that have happened at the City with the Brownsfield arrangement. She stated that the meeting should continue.

New Business: None

Public Comment: None

Adjournment: Motion by Matt Hycki to adjourn the meeting.

Second by Sherri Boettcher

Motion Carried

Meeting adjourned at 4:39 pm

Next Meeting Thursday, May 1 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha **Date** 5/1/25

Brian Saha, Chairperson

Brownfield Redevelopment Authority

Meeting Minutes

May 1, 2025

In Person – City Hall

Meeting called to order at 5:20 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Vice Chairman Matt Hycki, Cliff Holland, Dacy Willard, Lynn Snyder, Jeff Phinney

Members Absent: Treasurer Josh Klee, Becky Streich, Sherri Boettcher

Quorum Present

Minutes: Minutes from April 3, 2025, were reviewed.

Motion by Matt Hycki to approved April 3, 2025, minutes.

Second by Cliff Holland

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of April 30, 2025.

Motion by Cliff Holland to approve the treasurer's report as submitted.

Second by Matt Hycki

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Matt Hycki to adjourn the meeting.

Second by Lynn Snyder

Motion Carried

Meeting adjourned at 5:21 pm

Next Meeting Thursday, June 5 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha **Date** 6/5/25

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
June 5, 2025
In Person – Pinconning Community Center

Meeting called to order at 5:33 pm

Members Present: Chairman Brian Saha, Secretary Tara Marczak, Vice Chairman Matt Hycki, Dacy Willard, Lynn Snyder, Jeff Phinney, Becky Streich, Sherri Boettcher

Members Absent: Treasurer Josh Klee, Cliff Holland

Quorum Present

Minutes: Minutes from May 1, 2025 were reviewed.

Motion by Matt Hycki to approved May 1, 2025 minutes.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of May 31, 2025.

Motion by Matt Hycki to approve the treasurer's report as submitted.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Matt Hycki to adjourn the meeting.

Second by Sherri Boettcher

Motion Carried

Meeting adjourned at 5:34 pm

Next Meeting Thursday, July 10 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved _____ **Date** 8/7/25

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
August 7, 2025
In Person – Pinconning Community Center

Meeting called to order at 5:04 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Tara Marczak, Lynn Snyder, Jeff Phinney, Dacy Willard

Members Absent: Treasurer Josh Klee, Becky Streich, Sherri Boettcher, Cliff Holland

Quorum Present

Minutes: Minutes from June 5, 2025, were reviewed. Correction needed for attendance to reflect Becky Streich and Sherri Boettcher as present, and Cliff Holland absent.

Motion by Matt Hycki to approved June 5, 2025, minutes.

Second by Jeff Phinney

Discussion: There was not a July meeting due to lack of quorum.

Motion Carried

Treasurers Report: Balance of \$0.00 as of June 31, 2025.

Motion by Dacy Willard to approve the treasurer's report as submitted.

Second by Jeff Phinney

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Matt Hycki to adjourn the meeting.

Second by Jeff Phinney

Motion Carried

Meeting adjourned at 5:05 pm

Next meeting is scheduled for Thursday, September 4 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha **Date** 11/4/25

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
November 4, 2025
In Person – Pinconning Community Center

Meeting called to order at 4:12 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Secretary Tara Marczak, Lynn Snyder, Jeff Phinney, Dacy Willard, Sheri Boettcher, Becky Streich

Members Absent: Vice Chairman Matt Hycki, Clif Holland

Quorum Present

Minutes: Minutes from August 7, 2025, were reviewed. September 4, 2025, and October 2, 2025, meetings did not have a quorum.

Motion by Sheri Boettcher to approved August 7, 2025, minutes.

Second by Josh Klee

Discussion: None.

Motion Carried

Treasurers Report: Balance of \$0.00 as of October 31, 2025.

Motion by Sheri Boettcher to approve the treasurer's report as submitted.

Second by Jeff Phinney

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion by Sheri Boettcher to adjourn the meeting.

Second by Josh Klee

Motion Carried

Meeting adjourned at 4:13 pm

Next meeting is scheduled for Thursday, December 4 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Tara Marczak, DDA Secretary

Minutes Approved Brian Saha **Date** 1/15/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
January 15, 2026
In Person – Pinconning Community Center

Meeting called to order at 5:12 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Jeff Phinney, Dacy Willard, Clif Holland, Lynn Snyder.

Members Absent: Secretary Tara Marczak, Treasurer Josh Klee, Becky Streich , Sherri Boettcher

Minutes: Minutes from November 4, 2025, were reviewed. There was not a quorum for December meeting.

Motion by Matt Hycki to approved November 4, 2025, minutes.

Second by Dacy Willard

Discussion: None.

Motion Carried

Treasurers Report: Balance of \$0.00 as of November 30, 2025.

Motion by Matt Hycki to approve the treasurer's report as submitted.

Second by Cliff Holland

Discussion: None

Motion Carried

Old Business: None

New Business:

Approve Resignation of Tara Marczak and approve new member Michael Pavan.

A. Tara Marczak resignation as DDA Board Member and Secretary. Resignation letter was presented by Tare to resign her position on the DDA Board effective, 1/1/2026. **Motion made by** Matt Hycki to accept resignation of Tara Marczak. . DDA approval will be given to Pinconning City Council for approval.

Second by Cliff Holland. **Discussion:** Thanking Tara for her service to this board. **Motion Carried.**

B. **Board Vacancy:** Michael Pavan, CEO of Northwoods Wholesale Outlet was in attendance and to discuss desire to become a BRD board member. Discussion followed by the BRD Board members and Mr. Pavan. Mr. Pavan agreed that he would like to become a BRD Board member. Motion by Cliff Holland to approve Micheal Pavan to fill the vacancy resulting in Tara Marczak resignation to her term. Second by Dacy Willard. Discussion: None. Motion carried. DDA approval will be given to Pinconning City Council for approval.

Public Comment: None

Adjournment: Motion by Cliff Holland to adjourn the meeting.

Second by Jeff Phinney

Motion Carried

Meeting adjourned at 5:15 pm

Next meeting is scheduled for Thursday, February 5, 2026, at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Brian Saha, DDA Chairperson

Minutes Approved Brian Saha Date 2/5/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
February 5, 2026
In Person – Pinconning Community Center

Meeting called to order at 4:48 pm

Members Present: Chairman Brian Saha, Treasurer Josh Klee, Secretary Rebecca Streich, Sherri Boettcher, Lynn Snyder, Dacy Willard

Members Absent: Vice Chairman Matt Hycki, Jeff Phinney, Cliff Holland

Quorum Present

Minutes: Minutes from January 15, 2026, were reviewed.

Motion by Dacy Willard to approve January 15, 2026 minutes.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of January 31, 2026.

Motion by Josh Klee to approve the treasurer's report as submitted.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion made by Sherri Boettcher to adjourn meeting.

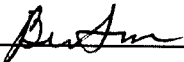
Second by Dacy Willard

Motion Carried

Meeting adjourned at 4:49 pm.

Next meeting is scheduled for Wednesday, March 4 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved _____  _____ Date 3/4/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
March 4, 2026
In Person – Pinconning Community Center

Meeting called to order at 5:37 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Treasurer Josh Klee, Secretary Rebecca Streich, Sherri Boettcher, Jeff Phinney, Michael Pavan, Lynn Snyder, Dacy Willard

Members Absent: Cliff Holland

Quorum Present

Minutes: Minutes from February 5, 2026, were reviewed.

Motion by Matt Hycki to approve February 5, 2026 minutes.

Second by Josh Klee

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of February 28, 2026.

Motion by Josh Klee to approve the treasurer's report as submitted.

Second by Matt Hycki

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion made by Sherri Boettcher to adjourn meeting.

Second by Matt Hycki

Motion Carried

Meeting adjourned at 5:38 pm.

Next meeting is scheduled for Wednesday, April 1 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved *Brian Saha* Date 4/1/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
April 1, 2026
In Person – Pinconning Community Center

Meeting called to order at 5:25 pm

Members Present: Chairman Brian Saha, Vice Chairman Matt Hycki, Secretary Rebecca Streich, Kristen Bouetefeur Sherri Boettcher, Jeff Phinney, Michael Pavan

Members Absent: Treasurer Josh Klee, Cliff Holland, Dacy Willard, Lynn Snyder

Quorum Present

Minutes: Minutes from March 4, 2026, were reviewed.

Motion by Jeff Phinney to approve March 4, 2026 minutes.

Second by Matt Hycki

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of March 4, 2026.

Motion by Jeff Phinney to approve the treasurer's report as submitted.

Second by Matt Hycki

Discussion: None

Motion Carried

Old Business: None

New Business: None

Public Comment: None

Adjournment: Motion made by Jeff Phinney to adjourn meeting.

Second by Matt Hycki

Motion Carried

Meeting adjourned at 5:29 pm.

Next meeting is scheduled for Wednesday, May 6, 2026 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved *B. Saha* Date 5/6/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
May 6, 2026
In Person – Pinconning Community Center

Meeting called to order at 5:10 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Jeff Phinney, Lynn Snyder, Dacy Willard, Mayor Sherri Boettcher.

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Michael Pavin, Cliff Holland

Quorum Present

Minutes: Minutes from April 1, 2026, were reviewed.

Motion by Dacy Willard to approve April 1, 2026 minutes.

Second by Sherri Boettcher

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of April 1, 2026.

Motion by Dacy Willard to approve the treasurer's report as submitted.

Second by Jeff Phinney

Discussion: None

Motion Carried

Old Business: None

New Business: **Motion by Jeff Phinney to have Brownstone Meetings annually or as needed.**

Second by Dacy Willard

Discussion: None

Motion Carried

Public Comment: None

Adjournment: Motion made by Jeff Phinney to adjourn meeting.

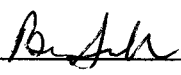
Second by Sherri Boettcher

Motion Carried

Meeting adjourned at 5:12 pm.

Next meeting is scheduled for Wednesday, June 3, 2026 at 4:30 pm, unless earlier at the Pinconning Community Center.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved  Date 6/3/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
June 3, 2026
In Person – Pinconning Community Center

Meeting called to order at 4:44 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Treasurer Josh Klee, Michael Pavin, Lynn Snyder, Dacy Willard, Kristen Boetefuer (present as City Council Assignee).

Members Absent: Vice Chairman Matt Hycki, Cliff Holland, Jeff Phinney

Quorum Present

Minutes: Minutes from May 6, 2026, were reviewed.

Motion by Josh Klee to approve May 6, 2026 minutes.

Second by Dacy Willard

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of May 6, 2026.

Motion by Dacy Willard to approve the treasurer's report as submitted.

Second by Rebecca Streich

Discussion: None

Motion Carried

Old Business: None

New Business: **Motion by** Josh Klee to hold annual Brownstone Meetings at the first DDA meeting of the physical year.

Second by Dacy Willard

Discussion: None

Motion Carried

Public Comment: None

Adjournment: Motion made by Josh Klee to adjourn meeting.

Second by Dacy Willard

Motion Carried

Meeting adjourned at 4:46 pm.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved *B. Saha* Date 7/1/26

Brian Saha, Chairperson

City of Pinconning Brownfield Redevelopment Authority

Meeting Minutes

Annual Meeting, July 1, 2026

In Person – Pinconning Community Center

Meeting called to order at 5:49 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Cliff Holland, Michael Pavin, Lynn Snyder, Kristin Boetefuer (present as City Council Assignee).

Members Absent: Vice Chairman Matt Hycki, Treasurer Josh Klee, Jeff Phinney, Dacy Willard

Quorum Present

Minutes: Minutes from June 3, 2026, were reviewed.

Motion by Cliff Holland to approve June 3, 2026 minutes.

Second by Rebecca Streich

Discussion: None

Motion Carried

Treasurers Report: Balance of \$0.00 as of June 3, 2026.

Motion by Rebecca Streich to approve the treasurer's report as submitted.

Second by Lynn Snyder

Discussion: None

Motion Carried

Old Business: None

New Business: None

Discussion: None

Motion Carried

Public Comment: None

Adjournment: Motion made by Cliff Holland to adjourn meeting.

Second by Kristin Boetefuer

Motion Carried

Meeting adjourned at 5:49 pm.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved Brian Saha Date 8/5/26

Brian Saha, Chairperson

Brownfield Redevelopment Authority
Meeting Minutes
August 5, 2026
In Person – Pinconning Community Center

Meeting called to order at 5:49 pm

Members Present: Chairman Brian Saha, Secretary Rebecca Streich, Vice Chairman Matt Hycki, Treasurer Josh Klee, Lynn Snyder, Kristin Boetefuer (present as City Council Assignee). **Members Absent:** Jeff Phinney, Dacy Willard, Micheal Pavin

Quorum Present

Minutes: Minutes from July 1, 2026, were reviewed.

Motion by Cliff Holland to approve June 3, 2026 minutes.

Second by Rebecca Streich

Discussion: None

Motion Carried

Draft

Treasurers Report: Balance of \$0.00 as of July 1, 2026.

Motion by Rebecca Streich to approve the treasurer's report as submitted.

Second by Lynn Snyder

Discussion: None

Motion Carried

Old Business: None

New Business: None

Discussion: None

Motion Carried

Next Meeting will be annual and is scheduled for July 7, 2027.

Public Comment: None

A

Adjournment: Motion made by Cliff Holland to adjourn meeting.

Second by Kristin Boetefuer

Motion Carried

Meeting adjourned at 5:49 pm.

Respectfully submitted by Rebecca Streich, DDA Secretary

Minutes Approved _____ **Date** _____

Brian Saha, Chairperson