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**Blighted Property Review Committee**  
**Thursday, June 20, 2013**  
**Meeting Report**

**BPRC Attendance:** L. Olsen, R. Corcoran, H. Urena, M. Wolfe, D. Luckey

**Staff Attendance:** L. Kelleher, M. Reinhart, T. Butler

Mr. Olsen called the meeting to order at approximately 5:45 pm. He stated that a quorum is present.

Mr. Olsen stated that a memo from him along with the revised bylaws and a draft policy and procedure document were emailed to the board last week. He stated that the board needs to consider adopting the policy and procedure document tonight and introducing the revised bylaws.

Mr. Olsen explained that the amendment to the bylaws began with Ms. Kelleher and Ms. Butler making revisions to the original version adopted by the board several years ago. He explained that the revision to the bylaws distributed to the board last week considers the suggestions made by Mr. Agudo at the May meeting; however, he stated that the draft prepared by Mr. Agudo steps too far into the weeds and begins to insert policy. He explained that bylaws are the constitution of a board and that policy and procedure do not belong in bylaws. He stated that policy documents are documents that need to be amended quickly and that making changes to bylaws is never quick.

Ms. Wolfe inquired if editorial changes to the bylaws could occur after they are introduced. Ms. Olsen stated that editorial changes can occur.

Mr. Luckey inquired if Mr. Agudo has seen the bylaws and policy and procedure documents. Mr. Olsen stated that he has not reviewed them yet but that Ms. Kelleher will forward the documents to Mr. Agudo.

**Ms. Wolfe moved, seconded by Mr. Corcoran, to adopt the policies and procedure document. The motion was approved unanimously.**

**Mr. Corcoran moved, seconded by Mr. Urena, to introduce the revision to the bylaws and refer it to the July 18<sup>th</sup> meeting for review and vote. The motion was approved unanimously.**

**Ms. Wolfe moved, seconded by Mr. Urena, to adjourn the meeting at approximately 5:55 pm.**

*Respectfully submitted by Linda A. Kelleher CMC, City Clerk*