



**CITY OF BURLINGTON
COMMUNITY DEVELOPMENT AUTHORITY
MEETING MINUTES
Tuesday, December 6, 2016 at 5:30 p.m.
224 E. Jefferson Street**

1. CALL TO ORDER

Mayor Jeannie Hefty called the meeting of the Community Development Authority to order at 5:30 p.m.

2. ROLL CALL

The following commissioners were in attendance: Mayor Jeannie Hefty, Alderman Bob Grandi, Commissioner Jack Eckola, Commissioner Chuck Rule, Commissioner Tom Wiemer and Commissioner Jim Spiegelhoff. Excused: Chairman Bil Scherrer

Also in attendance: City Administrator Carina Walters, Budget Officer/Treasurer Steve DeQuaker, and Attorney John Bjelajac

3. APPROVAL OF MINUTES FROM NOVEMBER 1, 2016

A motion to approve the minutes from November 1, 2016 was made by Commissioner Wiemer with a second by Commissioner Grandi. With all in favor, the motion carried.

4. CITIZEN COMMENTS

There were no citizen comments.

5. TOPIC: Review and Consideration of Resolution Number 120, “A Resolution Authorizing a \$25,000 Revolving Loan Fund Loan to Fox Crossing Phase 2 Burlington, LLC.”

Janelle Topczewski, from RCEDC gave an overview about the status of the Fox Crossing Phase 2 Development. Topczewski stated that the Common Council approved a motion in January 2015, which included the City offering a low interest revolving loan fund in the amount of \$25,000 in order to better qualify for the Wisconsin Housing Economic Development Authority (WHEDA) tax credits, which is critical to the development of the project. Topczewski further stated that the Community Development Authority must approve this loan because the development project is located within the TID district. Topczewski said that RCEDC staff and Loan Committee have reviewed this loan request as well as the performance of the first phase of this project, are recommending approval of the \$25,000 loan.

Commissioner Spiegelhoff motioned, with a second from Commissioner Rule, to approve Resolution 120 as presented.

Roll call: Aye – Hefty, Grandi, Eckola, Rule, Spiegelhoff, Wiemer. Nay – None. Motion carried 6-0

6. ADJOURNMENT

Commissioner Eckola motioned with a second by Commissioner Weimer to adjourn. The meeting was adjourned at 5:37 p.m.

Recording Secretary
Diahnn C. Halbach
Burlington City Clerk