



**CITY OF BURLINGTON  
COMMUNITY DEVELOPMENT AUTHORITY  
MEETING MINUTES  
November 24, 2015 at 5:30 p.m.  
224 E. Jefferson Street**

**1. CALL TO ORDER**

Chairman Bil Scherrer called the meeting of the Community Development Authority to order at 5:30 p.m.

**2. ROLL CALL**

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

Also in attendance: City Administrator Carina Walters, Racine County Economic Development Center Loan Specialist Janelle Topczewski and Attorney Jeff Molinski.

**3. APPROVAL OF MINUTES FROM NOVEMBER 3, 2015**

A motion to approve the minutes from November 3, 2015 was made by Commissioner Eckola with a second by Commissioner Rule. With all in favor, the motion carried.

**4. CITIZEN COMMENTS**

There were no citizen comments.

**5. TOPIC: Approval of a Real Estate Mortgage Subordination Agreement between the City of Burlington and KW Precast, LLC.**

City Administrator Carina Walters stated that in 2013, the CDA approved a \$200,000 Forgivable Loan to KW Precast for a term of ten years. The intent was to assist KW with their economic development as well as the City's economic development. Part of the agreement was to create 65 jobs by 12/31/2015 and retain those jobs for the term of the loan. Walters further stated that the agreement was to include a subordination agreement; however, was never finalized due to pending details. KW Precast would like to seek another loan and needs to have the subordination agreement finalized before being able to do so, which is the reason this is being discussed. Walters stated that the City has been working with Janelle Topczewski from the RCEDC and their attorney, Jeff Molinski on this item. City Attorney John Bjelajac has reviewed the agreement and sees no issues with moving forward.

Topczewski added that Attorney Bjelajac submitted a memo that referenced two personal guarantees. One of the guarantees was released as an owner in the summer of 2014; a succession plan was then initiated to buy out that owner where the personal guaranty would go to the current owner and the mortgage would be subordinate as it was intended to back in 2013.

Chairman Scherrer asked about the number of jobs that have been created. Topczewski responded that company has confirmed between 68-75 employees and they are working on securing a line of credit with

their bank for some additional contract work to be done, which would secure another 5 to 10 hired positions.

Commissioner Miller stated that KW has recently secured a contract to build the world's largest parking deck at O'Hare Field and that the City has been working with them on some other issues, which includes the need to start shipping 100 foot long concrete beams out of their plant.

Chairman Scherrer called for a formal vote to approve a Real Estate Mortgage Subordination Agreement between the City of Burlington and KW Precast, LLC.

Roll call Aye: Scherrer, Miller, Eckola, Rule, Spiegelhoff and Wiemer. Roll Call Nay: None. All in favor and the motion carried 6-0.

**6. ADJOURNMENT**

A motion was made by Commissioner Weimer with a second by Commissioner Eckola to adjourn the meeting. With all in favor, the meeting adjourned at 5:40 p.m.

---

Recording Secretary  
Diahn C. Halbach  
Burlington City Clerk