



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

156 East First Street  
New Richmond, Wisconsin 54017  
ph 715.246.4268 fx 715.246.7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**Community Development Authority Meeting**  
**City of New Richmond, Wisconsin**  
**Wednesday, February 20, 2019**  
**8:00 a.m. at the Civic Center (ED Lab)**

***If you are unable to attend the meeting, please notify Marie Bannink at 246-4268.***

AGENDA:

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of the Previous CDA Meeting Minutes – February 5, 2019
5. Election of Chair
6. Closed Session per State Statute 19.85 (1)(e) Deliberating Micro Loan Application
  - a. Micro Loan – Moore Exceptional LLC, 125 East 3<sup>rd</sup> Street
7. Open Session – Action on Closed Session
8. Confidentiality Policy
9. Announcements
10. Adjournment

cc: The News  
Northwest Community Communications  
City Website

**A majority of the members of the New Richmond City Council may be present at the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board., 173 Wis. 2d 553, 494 N.W. 2<sup>nd</sup> 408(1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.**

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

**Come Grow With Us!**

**CITY OF NEW RICHMOND  
COMMUNITY DEVELOPMENT AUTHORITY  
TUESDAY, FEBRUARY 5, 2019**

Pursuant to due call and notice thereof, Vice Chair MaryKay Rice called a meeting of the Board of Commissioners of the Community Development Authority to order at 8:05 a.m. on February 5, 2019.

**Members Present:** Ron Volkert, Larry Moore, Jessie Klopp, Jim Jackson, and MaryKay Rice

**Members Absent:** Jason Zahradka and John Soderberg

**Others Present:** Nicholas Moore, Mike Darrow, Noah Wiedenfeld, and Marie Bannink

Jim Jackson moved to approve the agenda, seconded by Jessie Klopp, and carried.

Larry Moore moved to approve the minutes of the October 23, 2018 meeting, seconded by Jessie Klopp, and carried.

Larry Moore moved to go into Closed Session per State Statute 19.85 (1)(e) Deliberating Micro Loan Application, seconded by Jim Jackson, and carried.

**Action on Closed Session:**

Jim Jackson moved to table the request and send a list of questions to Noah by Wednesday, seconded by Ron Volkert, motion carried.

**Assignment Update:**

This is for information; the assignment for LWT has been changed Wells Fargo Equipment Finance, Inc. sold and assigned to Market Ventures, Inc.

**Announcements:**

No announcements.

Ron Volkert moved to adjourn the meeting, seconded by Jim Jackson, and carried.

Meeting adjourned at 9:22 a.m.

Minutes by Marie Bannink



REGIONAL  
BUSINESS FUND, INC.

## MEMO

TO: Beth Thompson, New Richmond Micro Loan Committee

FROM: Tobi LeMahieu, West Central Wisconsin Regional Planning Commission (WCWRPC) Fund Manager, on behalf of Regional Business Fund, Inc. (RBF, Inc.)

RE: Micro Loan Request – Moore Exceptional LLC (dba You've Got Maids)

DATE: January 23, 2019

### **Moore Exceptional LLC (dba You've Got Maids) Request**

**Applicant Timeline:** An application was received on December 19, 2019 from Moore Exceptional LLC. Staff reviewed file for initial eligibility and completeness. The applicant worked with staff to provide the necessary exhibits, but the applicant did not know where he was going to locate his business. WCWRPC staff told him a location would need to be secured prior to moving his loan request forward. On January 11, 2019, the applicant provided information to WCWRPC that his business location had been secured in New Richmond. Staff then prepared and forwarded a credit presentation and supporting information to the New Richmond Micro Loan Committee's lead contact on January 17, 2019.

The Moore Exceptional LLC loan request meets the RBF, Inc. Micro Loan program eligibility criteria listed below, and the proposed business is locating within the City of New Richmond. As such, this request is being forwarded to the New Richmond Micro Loan Committee for review and to decision.

### **Regional Business Fund, Inc. (RBF, Inc.) Micro Loan Fund Program Overview:**

The RBF, Inc. Micro Loan Fund Program provides small loans (\$5,000 to \$30,000) to startup or newly established small businesses. The key objective is to assist business owners who are unable to access traditional financing (bank or credit union). RBF, Inc. can be the sole source of financing in the Micro Loan Fund program.

#### Eligibility:

- Be located within the seven-county region (Barron, Chippewa, Clark, Dunn, Eau Claire, Polk, and St. Croix) or propose to locate within the seven-county region;

ADMINISTERED BY:



800 WISCONSIN STREET • BUILDING D2-401 • MAIL BOX 9 • EAU CLAIRE, WI 54703-3606  
PHONE: 715.836.2918 • FAX: 715.836.2886 • EMAIL: [rbfinc@rbfinc.org](mailto:rbfinc@rbfinc.org) • WEBSITE: [www.rbfinc.org](http://www.rbfinc.org)

- Have annual sales less than \$1,000,000 or have 25 or fewer employees;
- Be a start-up or newly established business (two years of age or less);
- Provide a business plan, with financial projections;
- Demonstrate ability to repay the loan.

#### **Application Process and Roles:**

- Applicants will complete a Micro Loan application and will send the application and required attachments to the WCWRPC/Regional Business Fund, Inc. Staff will check the request for eligibility and completeness. Once complete, staff will prepare a Micro Loan Credit Presentation and will forward it, and supporting documentation, to the primary contact person of the appropriate committee.
- The primary contact person for the designated micro loan committee will schedule a loan committee meeting. Committees are encouraged to invite the applicants to attend.
- The Micro Loan committees will conduct basic financial underwriting prior to approving loans. As examples, the objectives are to ensure that:
  - a. The recipient can repay the proposed assistance
  - b. Project costs are reasonable
  - c. All sources of project financing are committed
  - d. The project is financially feasible
  - e. To the extent practicable, the return on the owner's equity investment will not be unreasonably high
  - f. Does not enable a business to compete unfairly with existing businesses in the community offering similar goods or services

If the loan is approved, the committee will sign and return a checklist and meeting minutes (with the terms and conditions certifying the action) to WCWRPC staff.

- WCWRPC staff will review the recommendation and issue a commitment or denial letter. Staff will close the loan, disburse funds, and service the loan.



REGIONAL  
BUSINESS FUND, INC.

## Micro Loan Fund Program

### **Program Description**

The Micro Loan Fund Program provides small loans to start-up, newly established, or growing small businesses. The key objective is to assist business owners, who have traditionally had difficulty accessing debt financing, by affording them another alternative for obtaining credit.

### **Eligibility**

To be eligible, a business must:

- Be located within the seven county region (Barron, Chippewa, Clark, Dunn, Eau Claire, Polk, and St. Croix) or propose to locate within the seven county region;
- Have annual sales less than \$1,000,000 or have 25 or fewer employees;
- Be a start-up or newly established business;
- Provide a business plan;
- Demonstrate ability to repay the loan.

Eligible activities include:

- New working capital, inventory purchases, and supplies;
- Acquisition of equipment, machinery, furniture, and fixtures;
- Real estate acquisition;
- Real estate acquisition;
- Building renovation and rehabilitation;
- Leasehold improvements;
- Natural disaster recovery.

### **Finance Terms and Conditions**

- Loan sizes from \$5,000 to \$30,000;
- 4% fixed interest rate;
- Repayment terms up to ten years, with the exception of working capital loans which have a maximum term of three years;
- Collateral is required;

- Unlimited personal guarantees are required for any owner with a 20% or greater ownership interest in the business;
- Approved loans are enrolled in the Capital Access Program. Applicant must pay 3% of the loan amount towards the enrollment fee at time of closing;
- All customary out-of-pocket fees and legal costs made in connection with the transaction are the applicant's responsibility.

### **Application Procedures**

- Interested businesses submit applications to the local County Economic Development Corporation or directly to the Regional Business Fund, Inc.
- Please submit application and \$50.00 application fee payable to:

#### **Regional Business Fund, Inc.**

800 Wisconsin St., Mail Box 9,  
Eau Claire, WI 54703  
PH (715) 836-2918 FX (715) 836-2886  
Tobi LeMahieu - [tlemahieu@wcrpc.org](mailto:tlemahieu@wcrpc.org) or  
Jordan Pospishil - [jpospishil@wcrpc.org](mailto:jpospishil@wcrpc.org)

**OR** to the local Economic Development Corporation (contact your local EDC for details)

### **For More Information, Contact:**

Your local Economic Development Corporation  
OR

Tobi LeMahieu or Jordan Pospishil  
Regional Business Fund, Inc.  
800 Wisconsin St., Banbury Place, Mail Box 9  
Eau Claire, WI 54703  
Phone: 715-836-2918  
Fax: 715-836-2886

Email: [tlemahieu@wcrpc.org](mailto:tlemahieu@wcrpc.org)  
[jpospishil@wcrpc.org](mailto:jpospishil@wcrpc.org)

Website: [www.rbfinc.org](http://www.rbfinc.org)

**CITY OF NEW RICHMOND**  
**CONFIDENTIAL INFORMATION AND CLOSED SESSION POLICY**

**OBJECTIVE**

To ensure closed meetings are managed in a consistent manner and to ensure that confidential items are released to the public as soon as practicable once the issues associated with the confidential matter have expired.

**POLICY**

As a general rule, meetings are open to the public. However, if a meeting is discussing matters that are confidential or legally protected, the members may declare a meeting or part of a meeting closed. Such a declaration must be by motion.

**WHAT IS CONFIDENTIAL**

Under the Wisconsin Open Meeting Law, meetings may be closed under the following circumstances:

1. Deliberating about a case that was the subject of any judicial or quasi-judicial trial or hearing before the particular governmental body.
2. Considering dismissal, demotion, licensing, or discipline of a public employee or a person licensed by a board or commission, the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and taking formal action on any such matter. Under the law, the affected person must receive actual notice of any evidentiary hearing and of any meeting at which final action may be taken. The notice must state that the person has a right to demand that the evidentiary hearing or meeting be held in open session.
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
4. Considering specific probation, extended supervision, or parole applications, or considering strategy for crime detection or prevention.
5. Deliberating or negotiating the purchasing of public properties, investing public funds, or conducting other specified public business, if competitive or bargaining reasons require a closed session.
6. Deliberating in a meeting by the Unemployment Compensation Advisory Council or the Worker's Compensation Advisory Council at which all employer members of the Council or all employee members of the Council have been excluded.

7. Deliberating the preservation of burial sites if the location of a burial site is a subject of the meeting and if discussing the location in public would be likely to result in disturbance of the burial site.
8. A governmental body meeting for the purpose of negotiating or formulating strategy for collective bargaining may meet in closed session. However, a governmental body may not consider the final ratification or approval of a public employee collective bargaining agreement at a closed meeting.
9. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons, in which public discussion would likely have a substantial adverse effect on the reputation of any person referred to in the histories or data or involved in the problems or investigations.
10. Conferring with the governmental body's legal counsel who is rendering oral or written advice concerning strategy to be adopted regarding litigation in which the body is or is likely to become involved.

If a matter is confidential, all material relating to the confidential business is confidential. The material includes but is not limited to:

1. An item of business on the agenda of the meeting.
2. Minutes of any discussion relating to the confidential business.
3. Reports (including attachments) from council staff.
4. Reports (including attachments) from external parties (e.g. subject matter experts or agencies).
5. Advice received in forms other than reports (e.g. legal advice in the form of correspondence).

Where the members make a determination of confidentiality in respect of an item of business, it remains confidential until the members resolve otherwise.

All members, staff and advisors remain bound by a duty of confidentiality in respect of all information in respect of which a determination of confidence is made at the meeting.

### **CONFIDENTIAL AGENDA ITEMS**

Titles of confidential items will be listed within the normal meeting agenda however they may be identified as being confidential.

When a meeting includes confidential items a separate confidential meeting packet may be produced. The confidential meeting packet will then be distributed to the relevant members if it is practical to do so.

Hard copies of the confidential materials will be provided at the meeting. The confidential packet will not be published on the City's website nor will it be provided to members of the public.

Members who receive confidential materials are required to ensure the continued confidentiality of the item in question. If council officers believe that such confidentiality is at risk, officers will require confidential items to be returned by members at the close of the meeting.

### **CLOSED SESSIONS**

If a meeting has been formally declared as a closed meeting members may, by motion, close the meeting to the public.

### **RESOLUTIONS DURING CLOSED SESSIONS**

During closed sessions, normal meeting processes are to be observed. That is, debate, motions and resolutions must be undertaken in accordance with standing procedures.

All resolutions made during closed session will be recorded as required by law.

### **MOVING OUT OF CLOSED SESSION**

At the end of closed session, a motion shall be approved to move into open session. Official action shall be taken in open session.

### **ACKNOWLEDGMENT**

I, \_\_\_\_\_, understand and agree that as a member of the Community Development Authority, I will receive confidential information of a sensitive and proprietary nature. I understand the importance of maintaining the information as confidential and will not share the information unless required by law. In the event I fail to comply with the City's Confidential Information and Closed Session Policy, I may be removed as a member of the Community Development Authority.

By: \_\_\_\_\_