



CITY OF NEW RICHMOND

THE CITY BEAUTIFUL

**Community Development Authority Meeting  
City of New Richmond, Wisconsin  
Tuesday, February 5, 2019  
8:00 a.m. at the Civic Center (ED Lab)**

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

***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 – October 23, 2018
5. 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
6. Open Session – Action on Closed Session
7. Assignment Update
8. Announcements
9. 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, OCTOBER 23, 2018**

Pursuant to due call and notice thereof, Chair Scottie Ard called a meeting of the Board of Commissioners of the Community Development Authority to order at 8:00 a.m. on October 23, 2018.

**Members Present:** Scottie Ard, Larry Moore, Jason Zahradka, Jim Jackson, and MaryKay Rice

**Members Absent:** Jessie Klopp and John Soderberg

**Others Present:** Kim Gorres, Beth Thompson, Noah Wiedenfeld, and Marie Bannink

Jim Jackson moved to approve the agenda, seconded by Jason Zahradka, and carried.

MaryKay Rice moved to approve the minutes of the August 17, 2018 meeting, seconded by Jim Jackson, and carried.

Jim Jackson moved to go into Closed Session per State Statute 19.85 (1)(e) Deliberating Facade Loan Applications, seconded by Larry Moore, roll call vote and unanimously carried.

**Action on Closed Session:**

The CDA reviewed and accepted the checklist for Facade Loan Approvals for Magmark Properties and Baxinga Enterprises. MaryKay Rice moved to approve the \$20,000.00 loan application from Magmark Properties, seconded by Jim Jackson, roll call vote and unanimously carried. Jason Zahradka abstained. Jim Jackson moved to approve the \$30,000.00 loan application from Bazinga Enterprises with staff asking about consideration on color change, seconded by Larry Moore, roll call vote and unanimously carried. Jason Zahradka abstained.

**Announcements:**

No announcements.

MaryKay Rice moved to adjourn the meeting, seconded by Jim Jackson, and carried.

Meeting adjourned at 8:38 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)



# REGIONAL BUSINESS FUND, INC.

## Checklist for Micro Loan Committee Approval

- The micro loan committee has conducted basic financial underwriting prior to approval and the recipient can pay the proposed assistance.
- Project costs are reasonable and all sources of project financing are committed.
- Private capital is invested.
- Does not enable a business to compete unfairly with existing businesses in the community offering similar goods or services.

LOAN DETAILS

Borrower Name: \_\_\_\_\_  
 Amount: \_\_\_\_\_ (\$5,000 to \$30,000)  
 Purpose: \_\_\_\_\_  
 Term\*: \_\_\_\_\_  
 Amortization\*: \_\_\_\_\_

\*Term & amortization must be less than 10 years. If the request is for working capital, the term & amortization shall be for no more than 3 years.

Repayment: Monthly principal and interest payments for the term of the loan with no deferral period unless indicated in exceptions.

Interest Rate: 4% fixed

Security (check all that apply):  
 Purchase money security interest in the equipment as described as:

\_\_\_\_\_ A lien on all business assets

\_\_\_\_\_ Real Estate Mortgage on the property described as:

Personal Guarantees (required on all owners of 20% or greater)

\_\_\_\_\_ Any additional security should be noted in exceptions

- The request complies with all requirements of Micro Loan Program policies and guidelines except as noted below:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members Initials:

\_\_\_\_\_

ADMINISTERED BY:





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#### MEMORANDUM

**TO:** CDA Members

**FROM:** Rae Ann Ailts, Finance Director  
Beth Thompson, Community Development Director

**DATE:** January 23, 2019

**SUBJECT:** Notice of Assignment – Update

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**Notice of Assignment:** on January 10, 2019 Wells Fargo Equipment Finance, Inc. out of Danbury, Ct, informed the City of New Richmond that there was a change in assignment for the Industrial Bonds issued with the approval of the Community Development Authority. The Industrial Bond is for Pit Hog Properties II, LLC.

Wells Fargo Equipment Finance, Inc. sold and assigned to Market Ventures, Inc. all of Assignor's rights, title and interest in all the obligations.

This does not affect any of financials for the City or any change the Industrial Bonds in anyway.