

**Revolving Loan Fund Committee**

September 10, 2008

The Revolving Loan Fund Committee convened at City Hall and was called to order by John Bridger, Committee Chair.

Present at roll call were: Committee members John Bridger, Mike Doyle and Alderperson Charles Schuringa; City Attorney Rex Ewald; Mayor Ron Marsh; Anna Schramke of Green County Development Corporation; Ron Schaaf representing First Banking Center; Steve Neuman and Greg Kinate of Fairplay Packaging, LLC & KNH Properties, LLC; Joe Klein representing Woodford State Bank; Elizabeth Flood of Community Living Home Options, LLC; and Tere Dunlap of the Monroe Times.

Motion by Mike Doyle, seconded by Alderperson Schuringa to approve the minutes of the July 29, 2008 meeting. The motion carried by unanimous voice vote.

Chairman Bridger stated the reason for the closed meeting under Wis. Stats. 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

1. Review and discuss revolving loan fund applications
  - a. Application for \$50,000
  - b. Application for \$80,000
2. Review and discuss substitution of collateral for current revolving loan with Jenson Chiropractic SC

Motion by Alderperson Schuringa, seconded by Mike Doyle to close the meeting under Wis. Stats. 19.85(1)(e).

On roll call vote, the motion was unanimous.

In closed session, the Committee reviewed the \$50,000 loan application for Fairplay Packaging, LLC & KNH Properties, LLC with Ron Schaaf, Steve Neuman, Greg Kinate and Anna Schramke. They then reviewed the \$80,000 loan application for Community Living Home Options, LLC with Joe Klein and Elizabeth Flood. They then reviewed the request for substitution of collateral for Jenson Chiropractic SC with Joe Klein.

Motion by Mike Doyle, seconded by Alderperson Schuringa to return to open session at 5:15 p.m. The motion carried.

Motion by Mike Doyle, seconded by Alderperson Schuringa to recommend approval of the Revolving Loan application in the amount of \$50,000 to Fairplay Packaging, LLC & KNH Properties, LLC, with the following conditions and contingencies: 2½ new full time equivalent jobs to be created by January 1, 2009 and remain for a minimum of 2 years; 5% interest rate; payments for interest only for the first 6 months, with principal and interest payments starting in the 7<sup>th</sup> month; personal guarantees; all business equipment is to be included together as loan collateral; and the City of Monroe will share second lien position with the County of Green's loan on a pro-rated basis. The motion carried by unanimous voice vote.

Motion by Mike Doyle, seconded by Alderperson Schuringa to recommend approval of the Revolving Loan application in the amount of \$80,000 to Community Living Home Options, LLC with the following conditions and contingencies: \$10,000 for working capital and \$70,000 for real estate purchase; 4 new full time equivalent jobs to be created by October, 2009 and remain for a minimum of 2 years; 5% interest rate; payments for interest only for the first 6 months, with principal and interest payments starting in the 7<sup>th</sup> month; the City of Monroe has second lien position on the real estate and first position on the business equipment assets; applicant must submit a personal financial statement; applicant must submit an itemized list of business equipment assets to be used as collateral; personal guarantee; the term of the loan will be for 12 years with a 20 year amortization; and the Woodford State Bank will provide a Bank Participation Agreement whereby they will administer the City of Monroe loan even if they no longer have a loan for this applicant. The motion carried by unanimous voice vote.

Motion by Mike Doyle, seconded by Alderperson Schuringa to approve the request for substitution of collateral for the existing Revolving Loan for Jenson Chiropractic, SC. The current collateral is a personal residence at 2518 9<sup>th</sup> Street, Monroe, WI which will be sold. It will be replaced by a different personal residence at W4039 County FF, Monroe, WI. The motion carried by unanimous voice vote.

Motion by Mike Doyle, seconded by Alderperson Schuringa to adjourn. The motion carried by unanimous voice vote.

Diane Updike