

**EDAP BOARD MEETING
WISH'N WELL CAFÉ
JULY 16, 2013
7:00 A.M.**

AGENDA

- I. CALL TO ORDER
- II. CONSENT AGENDA
 - A. Minutes (page 1)
- III. NEW BUSINESS
 - A. EDAP Loan – Paynesville Auto
- IV. OLD BUSINESS
 - A. EDAP Loan Process (page 4)
 - B. Incubator/Industrial Park – Update
 - C. Economic Status Of Community – Update
 - D. Past Due Loans – Update
 - E. Blighted Property On Minnie St. – Update
- V. INFORMATIONAL
 - A. Revolving Loan Report (page 16)
- VI. ADJOURN

***** Please call or email Renee at 320-243-3714 ext. 227 or at renee@paynesvillemn.com if you are not able to attend the meeting.*****

Members: Don Pietsch, Don Wiese, Bruce Stang, Chris Stanley, Alan Habben, Jean Soine, and Kay McDaniel. Advisory Member: Renee Eckerly.

This agenda has been prepared to provide information regarding an upcoming meeting of the EDAP Board. This document does not claim to be complete and is subject to change.

BARRIER FREE: All EDAP Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

REQUEST FOR COMMITTEE/COUNCIL ACTION

COMMITTEE/COUNCIL NAME: EDAP Board

Committee/Council Meeting Date: July 16, 2013

Agenda Section: Consent Agenda

Originating Department: Administration

Item Number: II - A

ITEM DESCRIPTION: Minutes

Prepared by: Staff

COMMENTS:

Please review the minutes from June 18, 2013 EDAP Board Meeting.

ADMINISTRATOR COMMENTS:

COMMITTEE/COUNCIL ACTION:

Motion to approve the minutes from the June 18, 2013 EDAP Board Meeting.

MINUTES EDAP BOARD

JUNE 18, 2013

Jean Soine called the meeting to order at 7:00 a.m. Members present were Chris Stanley, Bruce Stang, Kay McDaniel, Don Pietsch, and Renee Eckerly, City Administrator. Don Wiese and Alan Habben were absent. Also present were Lance Louis, Louis Industries; Kevin Wall, Louis Industries; Leo Louis, Louis Industries; and Brian Savage, Valley Industries/Savage Land Partnership.

Motion was made by McDaniel to approve the minutes of the May 21, 2013 EDAP Board Meeting. Seconded by Stanley and unanimously carried.

EDAP LOAN – SAVAGE LAND PARTNERSHIP

A loan application in the amount of \$337,500.00 was submitted by Brian Savage. Savage reported that they will be constructing a new building to take on Emac Group from Ohio and Comet from Burnsville and Bloomington site. They will be adding at least 3-4 new employees. They will continue to rent the 30,000 square foot building from Wayne Nelson. The Board questioned if there is a limit that needs to be kept in the Revolving Loan Fund. The Board has never discussed this because there has not been an issue. The Credit Union would have first position on the loan. This is a second mortgage on the property. Dave Johnson has title issuance since there is no abstract. Savage Land Partnership has put in \$400,000.00. Pietsch will check to see if the Township will participate. The Township has approximately \$300,000.00 in their Revolving Loan Fund. This would be a 20 year loan with a 10 year balloon. The interest rate would be at 3.5%.

Motion was made by Stang to approve an EDAP Loan in the amount of \$337,500.00 at 3.5% interest for 20 years with a 10 year balloon contingent on approval from the EDAP Finance Sub-Committee, with a second position on Collateral, and if the Township will participate and recommend such to the City Council. Seconded by Pietsch and unanimously carried (Stanley abstained).

TIF – LOUIS INDUSTRIES

Representatives from Louis industries were in attendance. They are proposing an expansion as they are in need of additional space (30,000 – 37,560 square feet) that would include an office area (this would not qualify for TIF money). They also need to put in a major piece of equipment at the cost of \$800,000.00 - \$1 million dollars. They have started hiring for this project and over the next 3 years will hire an additional 6-7 employees. The TIF would be for 9 years and the increment is \$37,662.00. They will also be coming for an EDAP loan in September or October and are working with DEED and the City on Minnesota Investment Fund money. Eckerly asked if a site plan was ready to be reviewed.

RAILROAD

The abandoned railroad is owned by Pay Del Co and Eckerly will contact Pat Flanders to resolve. Leo Louis asked who is the owner of the land that the abandoned railroad spur is on.

Eckerly reported that Stearns County had no owner of record on the internet, but Bill Spooner researched this at Stearns County and found it to be Pay Del Co as the owner.

Motion was made by Pietsch to contact Pay Del Co and resolve the abandoned railroad of Out Lot A. Seconded by Stanley and unanimously carried (Stang abstained).

INCUBATOR

Eckerly will contact Pat Flanders to request the land be given to the abutting property owners. Stang reported that Voss has sold the property. Voss may be looking at the blighted property on Minnie St.

BLIGHTED PROPERTY ON MINNIE STREET

Eckerly reported that the City is utilizing Attorney Spooner to get these properties cleaned up. They are working with Schmitz's conservator; he wants to get rid of the property. There are some back taxes due on both the LaPlant and Schmitz properties. Demolition of the Schmitz property is estimated at \$7,000.00.

ECONOMIC STATUS

The following was reported:

- Warren with Truck Specialties went to Eden Valley because the building they found they could move into right away
- Skinz building (downtown) is for sale
- Paynesville Chiropractic building is for sale
- McDonald building (inside) is almost done; need dry weather to finish the outside
- Grandstand project needs civil engineering plans for plumbing

PAST DUE LOANS

There are two past due loans; Eckerly will send a letter to Queen Bee's and Blooms.

REVOLVING LOAN REPORT

The Revolving Loan Report was reviewed.

There being no further business the meeting was adjourned at 7:45 p.m.

**CHECKLIST
FOR THE EDAP REVOLVING LOAN FUND APPLICATION PROCESS**

- _____ 1. Give application to applicant and review process and EDAP's main objectives.
- _____ 2. Get timeline from applicant to schedule a verbal presentation to the EDAP Board and return application.
- _____ 3. Put applicant on the EDAP Board agenda to give a verbal presentation to the EDAP Board and get completed application. This must be 1 week prior to the EDAP Board meeting.
- _____ 4. Schedule a time for the applicant to meet with the EDAP Finance Sub-Committee to review financial documents required with the application.
- _____ 5. Obtain written Findings of Fact and recommendation from the Finance Sub-Committee to be on the EDAP Board agenda.
- _____ 6. Obtain a recommendation from the EDAP Board to be submitted to the City Council and/or Paynesville Township Board for approval or denial.
- _____ 7. If approved, contact City Attorney to prepare all loan and security agreements.
- _____ 8. Schedule the closing of loan documents. The borrower and the City and/or Township must sign all documents.
- _____ 9. Prepare any checks and payment schedule(s) for the closing.
- _____ 10. Record documents at Stearns County.
- _____ 11. Give copies of documents to Accounts Receivable to monitor payments and send out invoices.

* *This document may need to be revised as needed to keep current.*

STEPS IN THE RLF APPLICATION PROCESS

1. Loan Requirements for applicants for RLF Loans
 - A. Applicant must pick up application from City Hall and complete. Also, provide the following:
 1. Purpose statement (what are they applying for)
 - a) Type of business
 - b) Amount of monies requested
 - c) Number of employees
 - d) Retail or manufacturing
 - B. Three (3) years Federal tax returns for their current business and three (3) years personal tax returns.
 - C. Business Plan. Projections for what the business could do if the loan was granted. Data of numbers showing sales volume and expenses.
 - D. Appraisals of any property or equipment.
 - E. Blueprints and specs for any building projects.
 - F. Estimate or bids confirming the costs of any equipment purchases.
 - G. Business and personal financial statements not more than 90 days old.
 - H. Agreement that Uniform Building Code will be followed.
2. Applicant to make verbal presentation to EDAP Board and return application.
3. Application will be turned into City Hall.
4. EDAP Finance committee as of 3-19-13: Alan Habben, Bruce Stang, Jean Soine, and Kay McDaniel (alternate) will review application to make sure application is complete with applicant present to answer questions. There shall be no review of financial documents by a member with potential conflict of interest.
5. Finance Committee will submit a written recommendation to the EDAP board.
6. A recommendation of the Finance Sub-Committee will be reviewed by EDAP Board for their recommendation.
7. EDAP Board's recommendation will be submitted to the Paynesville City Council and/or Paynesville Township Board for approval or denial.
8. If approved, a loan agreement will be prepared with the City of Paynesville and/or Paynesville Township.
9. City attorney will prepare all development and security agreements; unless otherwise specified by EDAP Board.
10. The borrower and the City or Township must sign all documents.
11. Payments must be authorized.
12. A payment schedule will be established.
13. Payments will be monitored.

PLEASE ALLOW 4-6 WEEKS TO PROCESS APPLICATIONS.

HISTORY:

The Economic Development Authority of Paynesville (EDAP) was originally established in 1987. Both the City and Township of Paynesville have representatives on the EDAP Board and both have revolving loan funds that are administered by EDAP under a Joint Powers Agreement. EDAP's main objectives are to encourage, attract, promote, retain, and develop economically sound industry and commerce within the city and township for the prevention of unemployment.

PURPOSE:

For the above purposes, it was necessary for the City to establish a Revolving Loan Fund (RLF). The RLF Fund is made of two loan pools: Small Loan Fund and Industrial Loan Pool. This RLF is designed to provide gap financing for:

1. Promotion of business start-up and growth.
2. Retention of current industries.
3. Assisting firms in mature industries.
4. Promotion of economic diversification.
5. Revitalization of businesses.
6. Jobs for hard-to-employ segments of the work force.

The RLF has finite resources to achieve these ends.

ELIGIBILITY:

In order to be eligible, the applicant must establish or maintain a business within the City of Paynesville or Paynesville Township. Retail and service businesses are not eligible for the industrial loan pool. Loans which create or retain one job for each \$10,000 loaned, will be given preference. Service and retail establishments are eligible for the Small Loan Fund. All loan requests will meet the objectives of the EDAP Board.

LOAN GUIDELINES:

Administrative Responsibility:

The responsibility for the management of funds shall be designated by the City of Paynesville to the Economic Development Authority of Paynesville. Proposals for the use of RLF money should be recommended by the Finance Sub-Committee and EDAP Board before appearing before the council.

The recommendations regarding the granting of loans from the Fund may be presented at any meeting of the City Council or Township Board. If a loan is recommended for approval by EDAP to the Council, then council will be expected to give their approval or state their reason for disapproval within 20 days of Council seeing minutes at next meeting.

Use of Funds:

Loan funds may be used to finance new business development or the expansion of an existing business.

Eligible Project Costs Include:

- Land & Building Acquisition
- Land Improvements
- New Building Construction
- Building Renovation

Machinery & Equipment
Inventory Purchase (Only as part of the total loan package)
Working Capital (Only as part of the total loan package)
Assessments
Job Training Through Stearns & Benton Counties

Terms and Conditions:

The term of the loan will try to match the life of the collateral offered. The term and rate of the loan may vary according to the type of the project, use of funds and cash flow needs. The interest rate shall be a fixed-rate established at one-quarter point above Prime Rate at the date of the EDAP Board approval, but shall not be less than 3.0%.

EDAP will be reimbursed for all costs incurred in issuing the loan. RLF should not exceed fifty percent (50%) of the total project costs. EDAP typically requires a secured position on a building, and/or equipment. EDAP is a GAP financing Board.

Application process:

The EDAP and City staff will assist the applicant through all stages of the application. Prior to the submitting of the application the applicant will give a verbal presentation to EDAP to determine if the project is eligible. Once the application is accepted, the Finance Sub-Committee should determine if the loan meets the following criteria:

Applicants must:

1. Be Credit Worthy
2. Show Lender Commitments
3. Sign Personal Guarantee
4. Pledge Adequate Collateral
5. Inject Adequate Equity

Small Loan Fund:

The Economic Development Authority operates a Small Loan Fund along with the Industrial Loan Pool. The Small Loan Fund was designed to address unique credit needs of small service and retail businesses. Conventional financing is sometimes difficult to obtain due to the size and nature of the requests and only when conventional financing is not a possibility; EDAP will Review the requests. With the Small Loan Fund, the Economic Development Authority can address these unique needs by relaxing some of the lending criteria described earlier. For example, this may include a waiver on the type of business, the conventional lender match requirement. There is a separate loan application and maximum amount is \$10,000.00.

Industrial Loan Pool:

The Industrial/Commercial Loan was designed to address credit needs of industrial/commercial entities that are in need of gap financing. These loans require a primary lender, other than EDAP. A business plan is also required.

These guidelines adopted by the Economic Development Authority of Paynesville Board of Directors on September 17, 2010. These guidelines adopted by the City Council of Paynesville on August 25, 2010.

These guidelines supersede any previous guidelines.

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INDUSTRIAL/COMMERCIAL PAYNESVILLE REVOLVING LOAN FUND APPLICATION

GENERAL BACKGROUND

The Economic Development Authority of Paynesville (EDAP) was originally established in 1987. Both the City and Township of Paynesville have representatives on the EDAP Board and both have revolving loan funds that are administered by EDAP under a Joint Powers Agreement. EDAP's main objectives are to encourage, attract, promote, retain, and develop economically sound industry and commerce within the city and township for the prevention of unemployment.

REVOLVING LOAN FUND

In an effort to accomplish the above objectives, EDAP has established a Revolving Loan Fund (RLF) with two options: Small Loan Fund and Commercial/Industrial. For Commercial/Industrial Loan Funds, EDAP's lending capacity is in the form of providing gap financing. A primary lender other than EDAP is required.

The RLF is designed to provide financing for the following purposes:

1. Promotion of business start-up and growth
2. Retention of current industries
3. Promotion of economic diversity
4. Revitalization of businesses
5. Employee recruitment and retention

ELIGIBILITY

Certain projects, applicants, activities and costs are eligible for revolving loan funds. The successful applicant must demonstrate proof of the following:

1. Ownership or lease agreements of the subject property;
2. Property insurance;
3. Property taxes paid and current;
4. Freedom from all judgements, liens, agreements, consent decrees, stipulations for settlements, or other such actions which would prevent the applicant from participating in any EDAP loan program; and
5. Compliance with all applicable City or Township ordinances and plans.

ELIGIBLE LOAN ACTIVITIES

1. Land Improvements. Improvements to the land that are a portion of the project cost including but not limited to new streets, parking lots, utilities, and landscaping.
2. Purchase or Renovation of Building. Purchase and, if necessary, renovation of an existing industrial or commercial facility. Includes the purchase of land.

3. Purchase of Machinery or Equipment. Purchase of major items of machinery and equipment, independent of land and buildings. These items must be defined to have a useful life of at least five (5) years.
4. Building Construction. Construction of a new building and/or an addition to an existing building.
5. Inventory Purchase. Only as part of the total loan package.
6. Working Capital. Only as part of the total loan package.
7. Job Training.

APPLICATION PROCESS

EDAP and City staff will assist the applicant through all stages of the application process. Prior to submitting a recommendation to the City Council and/or Township Board, EDAP shall determine if the loan application meets the following criteria:

Applicant must:

1. Be credit worthy
2. Show lender commitments
3. Sign Personal Guarantee
4. Pledge adequate collateral

LOAN TERMS AND CONDITIONS

The City and Township shall make available to eligible applicants direct low-interest loans for the purpose of encouraging economic development, industrial development or growth, downtown development, job creation and job retention to meet business needs, and preservation of business district.

1. The maximum loan amount available for the Commercial/Industrial Loan Fund shall be determined on a case by case basis.
2. The interest rate shall be a fixed-rate established at one-quarter point above Prime Rate on the date the application is approved by EDAP, but shall not be less than 3.0%.
3. The term of the loan shall be tied to the useful life of the assets being financed. The following general terms shall apply:
 - A. The term of the loan for machinery/equipment shall not exceed seven (7) years.

- B. The term of the loan for land/building acquisition shall not exceed twenty (20) years. Loan shall be amortized over 20 years with a 10 year balloon.
 - C. The term of the loan for new construction/renovation shall not exceed twenty (20) years. Loan shall be amortized over 20 years with a 10 year balloon.
 - D. All balances will be due and payable if and when the loan recipient sells or otherwise transfers any or part of his/her interest in the property or fails to meet any of the guidelines established within the loan agreement before the maturity date of the loan or relocates any part or all of the business outside the City of Paynesville or Paynesville Township.
 - E. The above terms are considered maximums and the City and Township reserve the right to set loan terms for shorter periods.
4. Collateral requirements. All loan agreements will be secured by one or more of the following: promissory note, mortgage, or security agreement as required by the City and/or Township.
- A. The revolving loan may take a subordinate position to the primary lender on the assets financed; and
 - B. Surety deposits shall be required for certain construction contracts as set forth in Minnesota Statutes 290.9705.
5. Letters of commitment from all funding sources must be submitted before the application will be deemed completed.
6. Personal guarantees of persons with ownership interest of 20% or greater are required. Personal guarantees of persons with ownership interest between 1% to 19% may be required by EDAP but are discretionary.
7. Repayment of the loan must begin within one month after closing. The City and/or Township may make exceptions to this rule on a case by case basis.
8. EDAP may charge an administrative fee for processing the loan application. Charges may include, but are not limited to attorney fees, financial consulting services, building inspector services, etc.
9. All loans will be in compliance with the City Ordinance, Township rules, and Building Code.

**PAYNESVILLE REVOLVING LOAN FUND
APPLICATION**

I. GENERAL INFORMATION

Name of Business: _____

Address: _____

City: _____ Zip Code _____

Business Contact Person: _____

Telephone # _____

Social Security # _____
(if business is a sole proprietorship)

Other contacts or application assistance providers:

Name:

Telephone #

Type of Business:

_____ Sole Proprietorship _____ Corporation _____ General Partnership
_____ Limited Partnership _____ Limited Liability Partnership Other _____

If a corporation, provide the name(s) and address(s) of shareholders that own 20% or more of outstanding shares of the corporation.

If a partnership, provide name(s) and address(s) of all partners.

Has you or your business ever filed bankruptcy?

No _____ Yes _____ If yes, please explain:

II. NATURE OF LOAN REQUEST

Amount of loan request \$ _____ Total Project Cost \$ _____

New Business or Business Expansion? _____

of existing jobs _____ # of jobs to be created _____

of jobs retained _____ Amount of Private Financing _____

III. FINANCING PURPOSE AND SOURCES (Complete all that are applicable to your loan.)

How and what funds will be used to finance project? (dollar amounts)

	RLF	Bank Loan	Equity	Other	Total
Property Acquisition	_____	_____	_____	_____	_____
Site Improvements	_____	_____	_____	_____	_____
Building Renovation	_____	_____	_____	_____	_____
New Construction	_____	_____	_____	_____	_____
Machinery/Equipment	_____	_____	_____	_____	_____
Inventory Purchase	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____
Job Training	_____	_____	_____	_____	_____
Other (specify)	_____	_____	_____	_____	_____
Total Project Cost	_____	_____	_____	_____	_____

IV. FINANCING TERMS AND CONDITIONS (Complete all that are applicable to your loan.)

	RLF	Bank Loan	Equity	Other
Dollar Amount	_____	_____	_____	_____
% of Project Cost	_____	_____	_____	_____
Term (years)	_____	_____	_____	_____
Interest Rate	_____	_____	_____	_____
Collateral Offered	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____

Name of participating Bank: _____

Contact Person: _____ Telephone # _____

Address: _____

Name of participating Bank: _____

Contact Person: _____ Telephone # _____

Address: _____

Other Lender: _____

Contact Person: _____ Telephone # _____

Address: _____

Other Lender: _____

Contact Person: _____ Telephone # _____

Address: _____

V. BUSINESS PLAN OUTLINE

- A. History of Business**
- B. Market Analysis and Strategy**
 - 1. Description of current buyers and target markets
 - 2. List of current competitors
 - 3. Product pricing
 - 4. Advertising methods
 - 5. Sales promotion
- C. Products**
 - 1. Description of Product Line
 - 2. Proprietary position of patents, copyrights, legal, and technical considerations
 - 3. Comparison to Competition
- D. Manufacturing Process**
 - 1. Materials
 - 2. Production methods
- E. Financial Projections**
 - 1. Provide monthly cash flow analysis for next 12 months
 - 2. Provide profit and loss statement for last three years, current year-to-date, and two-year projection
- F. List of Existing Business Debt**
 - 1. List outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.
- G. Statement of Proposed Collateral**
 - 1. Provide a detailed list of all collateral offered, its value, and security position by funding sources.
- H. Resumes**
 - 1. Include resumes of all principals who have significant financial interest in the business.
- I. Commitment Letters**
 - 1. Include commitment letters from banks or others stating the terms and conditions of their participation.
- J. Affiliates**
 - 1. Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two years on such affiliates or subsidiaries.

- K. Appraisals/Lease Agreements/Purchase Agreements
 - 1. Provide a current independent appraisal for any real property subject to this loan request and/or offered as major collateral to secure the loan. Also, include copies of existing or proposed lease(s), purchase agreements, or other financial arrangements pertaining to the subject property.
- L. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency

VI. OTHER REQUIRED DOCUMENTS

- A. Copy of last year's submitted business income tax statement
- B. Copy of last two year's submitted personal income tax statement
- C. Evidence of payment of last quarter's payroll tax
- D. Evidence of Workers' Comprehensive and Liability insurance coverage

SIGNATURE OF APPLICANT(S)

I have willfully furnished this information to the Economic Development Authority of Paynesville (EDAP) for the purpose of applying for a loan. I (we) understand that this information will (may) be reviewed by City staff, the EDAP Board, City Council, and Township Board. I (we) further authorize EDAP staff to be in contact with those individuals and institutions involved in the proposed project.

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

Applicant's Signature

Date

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**Economic Development Authority of Paynesville
Industrial/Commercial Loan Application
Check List**

The following is a list of the information and documentation necessary to submit a final application. Forms have been enclosed to aid you in preparing the information. You may use your forms, provided all the necessary information is furnished.

- 1. History of Business _____
- 2. Market Analysis and Strategy _____
- 3. Products _____
- 4. Manufacturing Process _____
- 5. Financial Information _____
 - A. Monthly Cash Flow Analysis for next 12 months
 - B. Profit and Loss Statements – last 3 years, current statement (less than 90 days) and 2 years of projections
 - C. Balance Sheet – last 3 years, current, 2-year projections
- 6. Schedule of Business Debts _____
- 7. Statement of Collateral _____
- 8. Resumes and Personal Financial Statements _____
- 9. Commitment Letters _____
- 10. Affiliates _____
- 11. Appraisals/Proposed Lease/Purchase Agreements _____
- 12. Corporate/Partnership Authorization _____
- 13. Township contacted to participate _____
- 14. Building Code – site plan review and additional costs _____
- 15. Refinance – have all parties on previous loan been contacted _____

REVOLVING LOAN STATUS REPORT

Date of Update: 07/10/2013

	Business Name	Remaining Balance	Date of last Payment	Amount of Last Payment	Current/Next Due Date
*	Bloom Corner Floral	\$ 18,559.91	05/06/2013	\$ 629.08	06/01/2013
	Koronis Lanes	\$ 7,231.09	03/04/2013	\$ 197.79	10/01/2013
	Midwest Cylinder #2	\$ 189,296.07	07/09/2013	\$ 2,115.64	08/22/2013
*	Queen Bee's Bar & Grill	\$ 85,452.74	07/02/2013	\$ 509.82	07/20/2013
*	Skinz #4	\$ 99,816.94	06/26/2013	\$ 637.96	07/15/2013
*	Skinz #5	\$ 93,897.51	07/05/2013	\$ 969.08	07/28/2013

Sweet Nook Bakery

* Joint Loans w/Township

TOTAL REMAINING BALANCE \$ **494,254.26**

LATE PAYMENTS:

Bloom Corner Floral	\$	314.54	Due: 6/1/13
Bloom Corner Floral	\$	314.54	Due: 7/1/13
TOTAL DELINQUENT	\$	629.08	

CITY REVOLVING LOAN BALANCE	\$	611,408.08	updated 7/2/13	<i>(unaudited)</i>
CITY EDAP BALANCE	\$	104,125.93	updated 7/2/13	<i>(unaudited)</i>

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