



213 S. Marquette St. Ironwood, MI 49938  
Memorial Building, Conference Room #1, 2<sup>nd</sup> Floor

### *Economic Development Corporation Meeting Agenda*

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1. Call to Order
2. Recording of the Roll
3. Approval of the Minutes of May 7, 2014
4. Approval of the Agenda
5. Citizens wishing to address the Corporation regarding Items on the Agenda (Three-minute limit)
6. Citizens wishing to address the Corporation regarding items not on Agenda Items (Three-minute limit)
7. Items for Discussion and Consideration
  - a. Motion of Support for the Comprehensive Plan
  - b. Regional Revolving Loan Fund Process
8. Project Update
  - a. Business Retention Program
9. Other Business
10. Next Meeting: July 2, 2014
11. Adjournment



**Proceedings of the Economic Development Corporation Meeting  
Wednesday May 7, 2014**

A Regular Meeting of the Economic Development Corporation was held on Wednesday, May 7, 2014 at 10:00 A.M. in the Conference Room #1, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Chair John Wyssling called the meeting to Order at 10:00 a.m.
2. Recording of the Roll

MEMBER	Present		EXCUSED	NOT EXCUSED
	YES	NO		
Cayer, Joseph F.	X			
Lemke, Joseph	X			
Kobylinski, Devon	X			
Peterson, Jim	X			
Ramme, Dave		X		X
Ruppe, Mark	X			
Schneller, Tom		X	X	
Schonberg, Bob		X	X	
Wyssling, John	X			
<b>Quorum</b>	<b>6</b>	<b>3</b>	<b>Quorum</b>	

3. Approval of the February 5, 2014 Meeting Minutes:

**Motion** by Peterson to accept the meeting minutes of February 5, 2014. **Second** by Cayer. **Motion Carried 6 to 0.**

4. Approval of the Agenda:

**Motion** by Lemke to accept the Agenda. **Second** by Kobylinski. **Motion Carried 6 to 0.**

5. Citizens wishing to address the Commission regarding Items on the Agenda (Three-minute limit)

None.

6. Citizens wishing to address the Commission regarding Items Not on the Agenda (three-minute limit).

None.

7. Items for Discussion and Consideration:

- a. Comprehensive Plan: Director Brown reviewed the Comprehensive Plan draft with the Corporation.

- b. Business Retention Program: Director Brown explained that he and Tim Erickson had been taking time to go and perform business retention meetings weekly with the businesses in town; however doing that needs more time commitments than he or Tim Erickson have. Director Brown presented the business retention program that he has been working on and he will be handing out notebooks and packets to each member in the EDC at the next meeting. He has also assigned each Corporation member a target area to go to and visit. Director Brown's plan is to have each member visit their core area and report back quarterly changes to the businesses. Along with the EDC, the DIDA and the IIDC will also be doing the business retention checks.

Director Brown also notified the group that the Zoom website has been updated with local buildings and properties for sale. He asked that as the Corporation Members go out on their business retention visits to notice what is for sale or vacant and to let Community Development know so that we can keep this website up to date and pertinent.

- c. Going out of Business Ordinance, Keep, Modify or Delete: Director Brown presented this item. The going out of business ordinance is set based on state statute. No action taken.
  - d. Mentorship Program: Chair Wyssling presented the mentorship program and explained that last month there was a meeting at the college to kick off the mentorship program. There will be a speaker's forum and one-on-one mentoring. Bob Jacquart is a huge supporter of the mentoring program and has an interested speaker he is trying to line up.
- 8. Other Business: Ruppe said that the SBA is in town today to talk about Frack Sand. Chair Wyssling asked Ruppe to bring back information to this group at next month's meeting.
  - 9. Next Meeting: June 4, 2014.
  - 10. Adjournment. **Motion** by Cayer to adjourn. **Second** Ruppe. **Motion Carried 6 to 0.**

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John Wyssling, President

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Kim M. Coon  
Community Development Assistant



## MEMO

**To:** Chair Wyssling and the Economic Development Corporation

**From:** Michael J. D. Brown, Community Development Director

**Date:** May 28, 2014

Meeting Date: June 4, 2014

**Re:** Regional Revolving Loan Fund Process

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Chair Wyssling and I attended a training at Northern Initiatives (NI) on May 16, 2014 in Marquette, MI. As a reminder NI is the regional fund manager for the Revolving Loan Fund (RLF). At the training we learned about their process and wanted to discuss where in the process the EDC fits in.

The first part of the process is the initiation of a pre-application between the applicant and NI. The pre-application will gather basic financial and business information about the applicant in order to for NI to move forward with a full analysis of the applicant's loan request.

The following are points during the RLF process for the EDC to consider taking a role in.

**Role 1:** Prior to a pre-application being filled out by an applicant I recommend the applicant present their request to the EDC. If it is a new business, a business plan will be required by NI and therefore should be required by the EDC as part of the presentation. After the presentation if the EDC feels comfortable with the applicants request and presentation they can recommend the applicant move forward with the project and fill out the pre-application. If the EDC doesn't feel comfortable with the project then they can inform the applicant they are not recommending they move forward with the RLF and the project is stopped.

**Role 2:** After the pre-application process is initiated NI will prepare their analysis and recommendation on the project request. NI's recommendation, or loan memo, will be presented to the loan committee, which consists of myself, Chair Wyssling and three others (an attorney, an ED professional and banker) as required by the regionalization agreement between the City, NI and the State. The loan committee will vote on approving the request. NI will not bring a loan request to the loan committee unless it meets all criteria set by NI; NI doesn't want to bring a loan request to the loan committee to be denied. After the loan committee recommends approval there is a required public hearing and approval by the City Commission in addition to environmental review process.

Another opportunity for the EDC to play a role is to make a recommendation to the loan committee prior to their vote. The loan committee meets every Thursday when it has projects to vote on. NI has indicated it plans on having the loan memos prepared by Monday of each week in preparation for the Thursday loan committee. If the EDC would like to weigh in on the project prior to the loan committee meets it would have to call a special meeting between that Monday and Thursday to review the loan memo and make a recommendation to the loan committee. If the loan memo is not ready by Monday, and the EDC still wants to

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review and provide a recommendation on the project to the loan committee the project may be delayed by up to a week.

Staff is looking for direction from the EDC on what roles it would like to play in the regional RLF process. A draft of the process outline is attached for your reference. As you will see there are many moving parts to this process and where the EDC would fit in.

# RRLF Process Matrix

Business Applicant



**EDC Role 1**

- Pre-application
- Contact with Applicant - initial assesement
- Intitate contact with RLF Specialist
- Complete gathering of appropriate data
- Project call or On-Site visit
- Part I Application submitted
- Environmental Review prep
- Preliminary approval MEDC/CDBG (based on Part I)
- Per RLF Specialist:

*Project deemed appropriate*

*If contingently approved*

**EDC Role 2**

- additional compliance items (if any)
- Offer letter
- background check
- Complete underwriting and loan memo preparation
- Loan Committee presentation
- Initiate environmental review/SHPO
- Complete CDBG Part II (if applicable)
- Contact UGLG Clerk re: Public notices
- Public Hearing
- Pass local resolution supporting project
- Submit to MEDC loan package w/executed offer letter and background check authorization
- MEDC Due Diligence: Financial & Compliance Review
- MSF Project presentation
- Loan Closing

*If approved by RRLF Committee*

*If approved*

**Post-Closing**

- Loan closing certification memo & approval letter
- Reporting and Monitoring
- Project Closeout:
- Job Summary report
- Project closeout report
- Closeout certificate

UGLG	RRLFM	MEDC	Comments
x	x		applicant refered by UGLG or direct contact with RRLFM
	x		
	x	x	
	x		
	x	x	
	x		
x	x		Working in partnership to complete
		x	
	x		
	x		To be signed by applicant
	x		To be signed by applicant
	x		
x	x	x	
	x		
x	x		If applicable work in partnership
	x		
x			
x			
	x		
		x	
		x	
	x		
x	x		signed by certification officer submitted to MEDC
	x	x	
	x	x	
	x	x	
	x	x	