



Wednesday, January 25, 2017– 8:30 am
864 Collins Road, Room 12, Jefferson, WI
53549

JCEDC BOARD AGENDA

Board Members

Chairman: John David – City of Watertown

Steve Wilke – City of Lake Mills, Matt Trebatoski – City of Fort Atkinson, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, Pat Cannon – City of Whitewater, Veronica Rudychev – Village of Cambridge, Kyle Ellefson - Village of Johnson Creek, Jim Mode – County Supervisor, Timothy Smith – County Supervisor, Augie Tietz – County Supervisor

- I. Call to Order**
 - II. Roll Call (Establish a quorum)**
 - III. Certification of Compliance with Open Meeting Laws**
 - IV. Approval of January 25, 2017 Agenda**
 - V. Approval of Minutes – December 8, 2016 *#**
 - VI. Public Comment - *Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.***
 - VII. JCEDC Reports**
 - A. Finance Report – November 2016 Final*#**
 - VIII. General Orders**
 - A. External Committee Reports**
 - 1. Wisconsin River Rail Transit Commission**
 - B. Appointment of new members to Jefferson County Revolving Loan Fund Loan Review Committee. *#**
 - C. Discussion and possible action on the Revolving Loan Fund Manual and Lending Guidelines for Jefferson County #**
 - D. Campaign update:**
 - 1. Discussion/possible action regarding contract between Convergent and Jefferson County for execution of Capital Campaign**
 - E. Discussion/possible action regarding proposed agreement between Jefferson County and Dodge County Contract for economic development services**
 - F. Directors Report**
- IX. New Business**
 - A. Future Agenda Items**
 - B. Upcoming Meetings/Seminars**
 - Ms. Pratt speaking at Breakfast Meeting at MBU 2/15/17**
- X. Adjournment**

**** Indicates a vote will be taken. # Indicates a document is enclosed.***

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



Jefferson County Economic Development Consortium BOARD MINUTES

December 8, 2016

Meeting called to order at 8:30 am.

Board members present: John David – Mayor of Watertown; Mo Hansen-City of Waterloo; Patrick Cannon-City of Whitewater; Matt Trebatoski-City of Fort Atkinson; Kyle Ellefson - Village of Johnson Creek; Supervisor Augie Tietz; Supervisor Jim Mode and Veronica Rudychev - Village of Cambridge.

Absent: Timothy Freitag – City of Jefferson; Steve Wilke-City of Lake Mills and Supervisor Tim Smith.

Others Present: Victoria Pratt – JCEDC Executive Director; Julie Olver – JCEDC Business Relations/Marketing Manager; Jennifer Bakke - MATC; Katie Otto – Lake Mills Main Street Program Director; LaVern Georgson, UWX Agricultural Agent and Jim Schroeder - County Board Chair.

Roll Call – Quorum Established

Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the unrevised agenda dated December 8, 2016.

Minutes

Ellefson/Mode moved to approve minutes of the September 16, 2016. Motion Carried.

Public Comments

None.

JCEDC Reports

A. Financial Report – October Final

October 31, 2016 Finance Statement was provided for review. Pratt reviewed the report. Tietz/Mode moved to approve the Financial Report. Motion Carried.

General Orders

A. External Committee Reports

- Wisconsin River Rail Transit Commission

Tietz updated the board on the projects around the state that are currently being worked on and new projects that are being considered. No action taken.

B. Capital Campaign Update

Pratt reported that JCEDC Board reviewed the Capital Campaign presentations, but no contract was ever signed. The GHDDP Board has requested a meeting with the top two contenders to hear the presentations. The GHHD & JCEDC will then discuss how to move forward.

D. Director's Report

Pratt provided copies of the Glacial Heritage Development Partnership Strategic Plan and postcard, the 2017 Economic Development Budget, the 2017 Budget Master document and a draft agreement "Partnership Agreement between Dodge County the Jefferson county Economic Development Consortium and Glacial Heritage Development Partnership". Pratt reviewed the budget information, pointing out the

importance of raising the private sector dollars and also discussed pending projects and potential customers. No action taken.

New Business

A. Future Agenda Items

- Appointment of Veronica Rudychev to RLF Committee
- Possible update on Great Lakes Railroad and other rail expansions

B. Upcoming Meetings/Seminars

JCEDC Board of Directors, January 26, 2017 8:30 a.m., 864 Collins Rd, Rm 12, Jefferson, WI

Adjournment

There being no further business for consideration, motion by Hansen/Trebatoski to adjourn. Motion carried.

Respectfully submitted,

Tammie Jaeger, Recording Secretary

DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

JCEDC-December 8, 2016



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: Approval of Minutes

Respective Issue: Approve December 2016 Minutes

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

**Jefferson County Economic Development Consortium
November 30, 2016**

31

	November 2016	Year to Date Final	2016 June Amended Budget	Pct Annual Budget	2016 January Budget
Income					
2016 Home Buyer Counseling	3,350.00	18,300.00	20,000.00	92%	13,000.00
Grant Administration - Brownfield & Laborshed Study	-	-	31,000.00	0%	9,200.00
Jefferson County	-	84,255.00	84,255.00	100%	84,255.00
V - Cambridge	-	108.00	108.00	100%	108.00
V - Johnson Creek	-	2,908.00	2,908.00	100%	2,908.00
C - Fort Atkinson	-	12,355.00	12,355.00	100%	12,355.00
C - Jefferson	-	7,914.00	7,914.00	100%	7,914.00
C - Lake Mills	-	5,840.00	5,840.00	100%	5,840.00
C - Waterloo	-	3,330.00	3,330.00	100%	3,330.00
C - Watertown	-	15,414.00	15,414.00	100%	15,414.00
C - Whitewater	-	3,226.00	3,226.00	100%	3,226.00
Event Income/Merger	-	62,982.80	63,500.00	99%	-
Donations Restricted	-	16,250.00	-	0%	10,000.00
Other Operating Income	-	84.12	-	0%	-
TOTAL INCOME	\$ 3,350.00	232,966.92	\$249,850.00	93%	\$ 167,550.00
Expenses					
Wages/Payroll	16,969.32	128,567.69	151,833.00	85%	108,745.00
Employee Benefits	4,680.33	40,335.68	49,217.00	82%	44,307.00
Special Initiatives - EDA Laborshed Study, Transportation Plan, Brand/Marketing Launch	-	-	20,000.00	0%	-
521219 Other Professional Services - Power 10, Legal	5,000.00	56,388.44	163,000.00	35%	27,000.00
529305 Web Page	-	-	200.00	0%	200.00
531301&314 Office Equipment	-	1,226.02	2,700.00	45%	200.00
531303 Computer Equipment/Software	-	4,783.64	3,840.00	125%	1,040.00
531311 Postage	7.65	344.59	1,000.00	34%	260.00
531312 Office Supplies	132.32	1,355.75	4,300.00	32%	4,000.00
531313 Printing & Duplicating	-	-	1,000.00	0%	30.00
531322 Subscription	750.33	10,033.55	9,500.00	106%	12,620.00
531324 Membership Dues	-	1,994.50	2,300.00	87%	2,300.00
531326&229 Advertising/Marketing - Incl Job Search	-	846.65	4,000.00	21%	1,000.00
531349&343 Other Operating Expenses - Event &GHDP Exp	1,256.06	5,077.47	5,000.00	102%	10,000.00
532325 Registration	95.00	584.00	(200.00)	-292%	1,000.00
532332 Mileage	165.78	1,595.97	3,200.00	50%	3,000.00
532334 Commercial Travel	-	285.96	550.00	52%	550.00
532335 Meals	-	256.44	750.00	34%	750.00
532336 Lodging	-	1,129.71	300.00	377%	300.00
532339 Other Travel & Tolls	-	150.50	250.00	60%	250.00
532350 Training Materials	242.93	549.37	3,200.00	17%	4,000.00
533225 Telephone/IP Telephone	76.00	451.84	400.00	113%	400.00
533236 Cell Phone/Wireless Internet	248.85	2,227.15	1,620.00	137%	1,020.00
535242 Maintain Machinery & Equipment	-	967.66	850.00	114%	850.00
571004 IP Telephony Allocation	33.08	363.88	397.00	92%	397.00
571009 MIS PC Group Allocation	561.50	6,176.50	6,738.00	92%	6,738.00
571010 MIS Systems Group Allocation	100.58	1,106.38	1,207.00	92%	1,207.00
591519 Other Insurance	47.21	519.35	573.00	91%	573.00
593413 Wisconsin River Rail Transit Comm	-	14,000.00	14,000.00	100%	14,000.00
594822 Cap Impv Bldg - Office Buildout	-	12,000.00	12,000.00	100%	-
TOTAL OPERATING EXPENSES	\$ 30,366.94	\$ 293,318.69	\$463,725.00	63%	\$ 246,737.00



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact: Watertown Mayor John David
JCEDC Board Chairman

Agenda Item: Finance Report

Respective Issue: Approve Finance Report - November

Yes	No	Abstain	Absent	C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

Veronica Rudychev Bio

Veronica Rudychev, current Administrator/Finance Director for the Village of Cambridge, holds a Bachelor of Arts in Political Science and International Studies with a minor in Economics, and Masters of Public Administration from the University of Wisconsin – Milwaukee. She has extensive public finance experience in both the private and public sector including previously working for Ehlers and Associates, Village of Mount Pleasant (Racine County), Milwaukee County, and City of Mequon (Ozaukee County). At Ehlers, she held the position of Tax Increment Financing (TIF) Supervisor, where she managed the TIF Coordinators in the Minnesota, Illinois, and Wisconsin Offices. Her day to day client focus was working on economic development projects in Minnesota and Western Wisconsin including, but not limited to, preparation of cash flows and TIF plans. Prior to coming to the Village of Cambridge, Veronica served as the Assistant Finance Director for the City of Mequon. In this capacity, her primary focus was preparation of the City budget and audit, and review of multiple funds including utilities. In her role at the Village of Cambridge, Veronica deals with economic development feasibility with a primary focus on financial feasibility as it relates to TIF Districts, and Village financial incentives without TIF backing. She is also the statutory Treasurer for the Village and also handles long term financial and capital planning.

DECISIONS MADE ACROSS THE TABLE, NOT ACROSS THE COUNTRY

When you work with our Wisconsin-based, privately-owned company, you'll never have to look any farther than across the table for the answers you need and the above-and-beyond attention you deserve. With a reputation for lasting success and high standards, our advisors are recognized for their commitment to local, personal service.



BRIAN ANDERSON

Vice President Commercial Banking

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Janesville, WI 53545
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professional qualifications

As Vice President, Commercial Banking Relationship Manager, I guide business owners through all aspects of the banking relationship. I build long-lasting relationships based on mutual trust and respect, in order to help my clients achieve their goals. Through a transparent and honest approach, I provide sound advice and options to meet the needs of my clients.

experience & expertise

I joined Johnson Bank in 2016 with 16 years of experience in financial services. With a strong background in branch management and commercial lending, I specialize in commercial financing and servicing, commercial lending, and deposit and cash management services.

additional accomplishments

I received a Bachelor of Business Administration degree from the University of Wisconsin – Whitewater. I am active in my community, serving as Board president of KANDU Industries Inc., Vice Chair for the Greater Beloit Economic Development Corporation, and as past president of the American Red Cross local chapter. Additionally, I am a member of Janesville's Downtown Development Alliance and the Noon Rotary of Fort Atkinson.

Warren Laube Bio

Warren Laube is the President of Greenwoods State Bank. Greenwoods State Bank is a 134 year old \$170 million community bank with five locations in three communities in Southern Wisconsin. Warren holds a BS in Economics and Business Administration from the University of Wisconsin – Platteville. He is also a graduate of the Graduate School of Banking in Madison, Wisconsin. He has worked for various institutions within the finance industry from finance companies and credit unions to managing and collecting high risk farm loans within the farm credit system. Warren was hired as Greenwoods State Bank's President in 2011. Since that time Greenwoods State Bank acquired The Bank of Monticello in Monticello, WI and Evansville, WI, Lederman and Associates of Brodhead, WI and a branch office of Associated Bank in Lake Mills. Prior to coming to Greenwoods State Bank Warren lead The Bank of New Glarus first as their Senior Lender and was named President and CEO in 2004.

Warren is active in his community serving on the Lake Mills Chamber of Commerce. Warren is married 25 years to Anne; they have three boys Bryce, Bryan, and Brett. Warren enjoys fishing, hunting and traveling with his family.



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact: Victoria Pratt

Agenda Item: General Orders

Appointment of new members to Jefferson County Revolving Loan Fund Loan Review Committee. *#

Respective Issue: RLF Committee Members

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:

JEFFERSON COUNTY WISCONSIN
ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND (RLF) MANUAL

AND

LENDING GUIDELINES

Prepared by:
Jefferson County Economic Development Consortium
(JCEDC)
864 Collins Road
Jefferson, WI. 53549

(Adopted 1/25/2017)

The US Government, through the Housing & Community Development Act of 1974, established the Community Development Block Grant (CDBG) Program and has allowed each state to administer CDBG funds for non-entitlement areas. Wisconsin previously granted CDBG funds to Jefferson County for the purpose of making Economic Development loans to various businesses, subject to the conditions in this manual.

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SECTION 1. GENERAL PROVISIONS

1.1 PURPOSE

The purpose of the policies and procedures contained within this manual, hereafter referred to as the Economic Development Revolving Loan Fund Manual and Lending Guidelines, is to present the criteria which governs the economic development activities assisted with funds made available through Jefferson County's Revolving Loan Fund (RLF) program, and to assist potential loan applicants seeking RLF funds for their projects.

1.2 OBJECTIVES

Economic development activities assisted with funds made available through the RLF Program are intended to:

- (1) Encourage the creation and retention of permanent jobs at a competitive wage, appropriate to the skills and experience of the local labor force.
- (2) Encourage new private investment into Jefferson County in the form of fixed asset investment, particularly in land and buildings.
- (3) Perpetuate a positive and proactive business climate.
- (4) Encourage the retention and expansion of existing businesses and attract desirable new businesses.
- (5) Support a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations.
- (6) Encourage the development and use of modern technologies that increase productivity and efficiency.
- (7) Encourage Agricultural-related businesses to invest in capital improvements to increase production.

1.3 AMENDMENTS and MODIFICATIONS

Jefferson County may from time to time amend the provisions imposed by the policies and procedures contained within the RLF manual. Amendments are subject to approval by the Wisconsin Department of Administration, which administers the Wisconsin Community Development Block Grant (CDBG) Program

SECTION 2. OVERSIGHT & ADMINISTRATION

2.1 PROGRAM IMPLEMENTATION AND OVERSIGHT

The Jefferson County Economic Development Consortium (JCEDC) is the designated entity authorized by the County Board of Supervisors to manage loan generation, market the County's RLF program and provide guidance and assistance to potential program applicants. The Executive Director for the JCEDC is the RLF Administrator. The County Finance Director manages the financial accounting and reporting functions on outstanding loans. The County Corporation Counsel is responsible for creating all documents necessary to execute the loan, and is involved as needed on any actions necessary to remedy deficiencies or defaults.

2.2 RESPONSIBLE PARTIES AND FUNCTIONS

- (1) Jefferson County has established a Loan Review Committee comprised of individuals who represent broad Community interests and have special expertise and knowledge of commercial lending and economic development processes. The Loan Review Committee shall consist of not less than 3 members and not more than 5 members.
- (2) The Loan Review Committee is authorized to review, select and recommend loan applications to the governing body for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the program. Periodic activity reports prepared by the County Finance Director shall be provided by the RLF Administrator to the Jefferson County Board of Supervisors.
- (3) The JCEDC Staff shall explain the Program to prospective applicants, provide written information, assist applicants in completing applications, and process requests for financing. The staff shall counsel or guide loan applicants to other more appropriate technical and financial resources when the loan applicant has needs beyond those available from the RLF program. The JCEDC Staff will evaluate all loan requests and assess whether an environmental review is necessary. Staff will provide guidance and counseling to applicants on all costs associated with applying for RLF funds, including the environmental review process, timeline and costs.
- (4) The County Finance Director shall periodically review all financial statements and loan amortization schedules of RLF loan recipients, review and approve documentation of business expenditures financed with RLF proceeds, record RLF security instruments, maintain the RLF accounting records which shall be segregated from other Jefferson County accounts, and report semi-annually to the Wisconsin Development of Administration regarding the use of the RLF funds. The JCEDC staff shall record RLF security instruments.
- (5) The Jefferson County Corporation Counsel shall prepare all loan agreements, review all promissory notes and mortgage or lien instruments, and counsel Jefferson County on default matters.
- (6) The County Finance Director shall be responsible for the maintenance of all other records for the local RLF, particularly those related to the expenditures of the RLF monies for program administration purposes.

2.3 LOAN REVIEW COMMITTEE MEETINGS

Committee meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Committee members and the general public shall be given prior notice of each meeting. A majority

of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action.

2.4 RECORD KEEPING

Written records of program activities, including RLF Committee meetings, loan applications, and related documents, shall be maintained in appropriate files. All files shall be maintained in a secure place with limited access by authorized personnel. The Jefferson County Corporation Counsel shall be consulted regarding compliance with state and county public records laws and records retention requirements.

The following files shall be established and maintained for each loan recipient:

- (1) **Loan Application File:** This file contains all applications, business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to Jefferson County, including all applicable correspondence.
- (2) **Loan Recommendation File:** This file contains a summary of the analysis, recommended actions for the application, and a copy of the minutes from the Loan Review Committee meeting summarizing the action taken on the loan request.
- (3) **Loan Closing File:** This file contains copies of all loan-closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence, shall be placed in a locked, fireproof safe. The Jefferson County Corporation Counsel shall be involved in helping create and complete this file to ensure complete loan documentation. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient, along with an invoice, if applicable, for loan closing and servicing fees.
- (4) **"Tickler File" System:** A tickler file system shall be established and maintained to ensure that loan repayments, financial information, the loan agreement, UCC updates, and other time sensitive documentation requirements are tracked and obtained as required. The system shall include the following monthly coded index files:
 - 1) Expiration dates for property, casualty and life insurance policies;
 - 2) Due dates for all financial statements;
 - 3) Expiration dates for UCC financing statements, the reminder to update being at least 45 days prior to the expiration of the UCC filing on hand;
 - 4) Scheduled dates of annual loan performance and covenant reviews;
 - 5) Dates for site visits;
 - 6) Due dates for property tax payments and dates by which Jefferson County expects to hear from the applicant regarding confirmation of payment of taxes;
 - 7) Review dates for job monitoring; and
 - 8) Dates on which loan recipients will be notified of scheduled changes in the loan amortization schedule per loan agreements.
- (5) **Financial Statement File:** This file contains the business' periodic financial statements as required by the loan covenants with a statement indicating that the County Finance Director reviewed the data.
- (6) **Progress Report File:** Loan recipients are required to submit periodic progress reports during the

outstanding term of the loan to the JCEDC. JCEDC Staff shall make periodic site visits to verify information in the progress report and financial statements. These site visits shall be documented for the file.

- (7) Site Visit File. Site visits shall be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits will be placed in the file, particularly highlighting any information that can help in rating the overall condition/risk of the loan.
- (8) Repayment Monitoring File: This file includes the loan amortization schedule, status of payments, and the outstanding balance of the loan. Observations suggesting concerns or problems shall be reported to the RLF Committee. . Payments will be automatically withdrawn from designated Borrower account on an agreed-upon date by the County Finance Director. The RLF Administrator will be notified of withdrawals each month.
- (9) Loan Review File: All loans will be reviewed annually and/or at times as deemed necessary by Jefferson County. The review shall follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, UCC filings); overall financial condition of the business; the presence of material liens or lawsuits; and violations of loan covenants and suggested corrective actions as needed.

2.5 ADMINISTRATION COSTS

Reasonable administrative funds may be withdrawn from the RLF to cover personnel costs and other administrative expenses. Local funds may be used in situations when loan repayments are insufficient to cover administrative costs. Administrative expenses of up to twenty (20) percent of program income may be used for direct loan administrative costs. In addition to paying costs for RLF administration, these funds may be used for the following:

- (a) Legal costs.
- (b) Consulting fees for credit analysis, business plan reviews and technical assistance.
- (c) Office supplies, copying, typing, mailing, and related costs.
- (d) Training costs.

To generate additional revenue to cover administrative costs, the JCEDC may establish loan origination fees, closing fees, servicing fees, and other fees associated with processing an application or servicing a loan. All fees collected will be deposited into the RLF. The accounting of the fee revenue deposited into the RLF shall include separate line items to track administrative expenses recovered.

SECTION 3. ELIGIBILITY & LENDING GUIDELINES

3.1 ELIGIBLE AREA

The RLF program is open and available to eligible applicants within the corporate limits of Jefferson County.

3.2 ELIGIBLE APPLICANTS & PROJECT QUALIFICATIONS

- (1) Applicants must be named as an owner, sole proprietor, Chief Executive Officer or other officer authorized by the business to enter into contracts with the County of Jefferson on behalf of the business seeking assistance.
- (2) Eligible applicants will be representatives of legitimate for-profit businesses or proposed for-profit businesses, not engaging in the activities listed in section 3.4 of this document.
- (3) Applicants shall not be disqualified based on age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other form of discrimination prohibited by the laws of the State of Wisconsin or the United States of America.
- (4) Loan amounts requested must be consistent with the following criteria:
 - a. Loans cannot exceed 25% of total project costs;
 - b. Loan requests are tied to jobs affected at a rate of \$20,000 per FTE (full-time equivalent) employee. The Loan Review Committee may, at its discretion, raise the amount up to \$35,000 per FTE employee.
 - c. Jobs affected (created or retained) through this project loan request must be documented as created or retained within 24 months of the loan closing. Failure to do so may result in the applicant being forced to pay back the entire loan within 30 days of not meeting the 24-month deadline.
- (5) Applicants must submit a check for \$250 payable to the JCEDC, along with a completed application and all required attachments. If the loan is approved, \$100 of the \$250 will be applied toward repayment of the loan. If the project requires an environmental review, applicant will be responsible for all costs associated with the environmental review process.*
- (6) Applicants with existing businesses will provide full financial information for three (3) years prior to the application date and financial projections for the next two years. Applicants seeking assistance for proposed new businesses will provide personal financial information for three years prior to the application date and financial projections for the next three years..
- (7) Applicants will provide a description of the jobs to be created or retained by their project. The applicants must project the number of full-time positions for the first 3 years of their project. Full-time positions will be determined by adding up all hours worked by all employees affected (new jobs created or existing jobs retained by this project) and dividing by 2080.
- (8) Applicants must provide a description of the property and proof of ownership, if presently owned, to be used as collateral to secure the financing sought.
- (9) Applicants must enter into an Authorization Agreement for Automated Debits/Deposits.
- (10) In cases where the RLF does not have sufficient loan funds available to meet the gap financing need of the project, the JCEDC will work to identify other alternatives to close the financing gap.

These may include, but are not limited to:

- a. Wisconsin Economic Development Corporation (WEDC) Funds
- b. Other Municipal Revolving Loan Funds
- c. Industrial Revenue Bonds
- d. CDBG, Economic Development Grants, State of WI

*Environmental reviews are generally necessary for projects requesting loan funds for the purchase or rehabilitation of real estate.

3.3 ELIGIBLE USES

Program loans shall generally provide gap financing for eligible projects that will result in creating or retaining jobs in Jefferson County. Gap financing may be used for the following activities:

- (1) The acquisition of land, buildings, and fixed equipment.
- (2) Site preparation and the construction or reconstruction of buildings or the installation of fixed equipment.
- (3) Clearance, demolition, or the removal of structures or the rehabilitation of buildings and other such improvements.
- (4) The payment of assessments for sewer, water, street, and other public utilities if the provision of the facilities will directly create or retain jobs.
- (5) Working capital for inventory and/or direct labor costs.
- (6) Purchase of livestock, machinery or equipment necessary to significantly increase long-term productivity outcomes for ag-related businesses.

3.4 INELIGIBLE USES/USERS

Program funds shall not be available to certain applicants or for the activities as described below:

- (1) Refinancing or consolidating of existing debt.
- (2) Specialized equipment that is not essential to the business operation.
- (3) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
- (4) Routine maintenance projects.
- (5) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are an eligible use.
- (6) Land/property/stocks deemed to be speculative investments or similar companies.
- (7) Real estate investment companies.
- (8) Lending institutions.
- (9) Gambling operations.
- (10) Any expenditure related to the project but occurring prior to the loan application being

approved by the Loan Review Committee.

- (11) Other businesses not serving the interests of Jefferson County.
- (12) Members of the governing body, loan review board, or any other County official, employee, or agent who exercises decision-making functions or responsibilities in connection with the implementation of this program.
- (13) Loans that are in conflict with Section 946.13 of the Wisconsin Statutes (Private Interest in Public Contract Prohibited). The Loan Review Committee reserves the right to identify other ineligible uses for the program.
- (14) Applicants with outstanding property tax liabilities are ineligible.

3.5 MINIMUM PROJECT REQUIREMENTS

To be eligible for funding, a proposed project must meet all of the following minimum requirements:

- (1) Private Funds Leveraged. The applicant must leverage a minimum of one dollar (\$1.00) of private funds for every one dollar (\$1.00) of loan funds requested. Higher leverage may be required at the discretion of the Loan Review Committee.
- (2) Cost Per Job Created. At least one (1) full-time permanent position or full-time equivalent must be created for every \$20,000 of program funds requested. The Committee may require lower job cost where warranted, (i.e. taking into consideration type of jobs, hourly wage, etc.).
- (3) Financial Feasibility and Business Viability. The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- (4) Low and Moderate Income (LMI) Benefits. Project applications must demonstrate the ability to meet the CDBG National objective of benefiting low to moderate income households. The objective mandates that at least 51% of the project jobs will be held by or made available to persons in qualified LMI households. LMI qualifications are issued annually by County. LMI households are those with a combined income of less than eighty (80) percent of the median household income, for the County where the project is located.
 - The applicant must document that at least 51% of either hired or receiving first consideration for hiring, were qualified LMI persons. “Received First Consideration” means the applicant documents and uses a hiring practice that demonstrates that at least 51% of individual interviewed for such positions are qualified as LMI. Hiring practices must postings of available positions with the local Job Service Office or Workforce Development Boards.
 - The following documentation evidencing compliance must be collected: (Please see Attachment 1 for current year LMI guidelines for Jefferson County)
 - A listing of all job titles planned to be available to LMI individuals. Applicant should have a written plan for providing ‘first consideration’ for jobs as described above, that ensures that at least 51% can be filled by LMI individuals; proof that at least 51% of LMI qualified individuals were given first consideration for jobs; documentation of the hiring process used, a list of the LMI individuals interviewed for particular positions that is aligned with the criteria in Attachment 1.
- (5) Compliance with Applicable Laws. Applicants shall comply with all applicable local, state, and federal laws and codes. These include, but are not limited to:
 - Federal CDBG Regulations 24 CFR 570;
 - Allowable Use of Funds – Omni Circular;
 - Davis Bacon Act (Act 40-USC 276a-276 a-5; USC 327-333);
 - Acquisition/Relocation (CH 32 WI Statutes; Uniform Relocation Assistance & Real Property Acquisition Policies Act of 1970, as amended; 49 CFR 24 Sec. 104(d)(1) & 106(d)(7) of

- HCDA;
 - Lobbying Sec. 319 of public law 101-102; 24 CFR 87 Appendix A & B; and
 - Monitoring 24 CFR 85.10 (e) & 84.53 (e).
- (6) Project Completion. Projects shall be completed within 24 months from the date of the loan approval. Applicants shall provide the Jefferson County a project implementation schedule not exceeding 24 months for project completion and job creation, and maintain the positions created for 24 months.
- (7) Federal Anti-Piracy. The applicant must certify that it does not have immediate plans to relocate jobs in violation of CDBG Anti-Piracy regulations. The following language will be included in all agreements with the applicant. “The applicant certifies that it is in compliance with and will maintain compliance with CDBG Anti-Piracy regulations as stated in 24 CFR 570.482(h). Violation of this regulation will constitute an Event of Default.”

SECTION 4. LOAN REVIEW, TERMS AND CONDITIONS

4.1 LOAN REVIEW

Once all information is received by the JCEDC, a meeting of the Loan Review Committee will be arranged. The applicant(s) will be required to attend this meeting. The Loan Review Committee is responsible for reviewing, approving and making recommendations for approval to the Jefferson County Board of Supervisors. All loans require County Board approval. Meetings of the Loan Review Committee are scheduled as needed. The County Board of Supervisors normally meets monthly on the second Tuesday evening of the month.

Following the first meeting of the Loan Review Committee, committee members may request additional information and a second meeting may be needed prior to a recommendation to the County Board. Committee meetings are subject to the Wisconsin Open Meetings law which requires at least 24 hours public notice prior to the meeting. The discussions of the Loan Review Committee may be conducted in closed session in the discretion of the Committee pursuant to s.19.85 (1)(e) Wis. Stats. The County Board may also adjourn to closed session when reviewing and discussing financial matters as they relate to a loan request.

4.2 TERMS AND CONDITIONS

Once approved by the County Board, the Jefferson County Corporation Counsel prepares the loan documents required for the individual loan. These documents may include, but are not limited to, the following:

- (1) Real estate mortgage;
 - (2) Assignment of land contract;
 - (3) Term loan agreement;
 - (4) General Security Agreement;
 - (5) UCC Filing with Secretary of State;
 - (6) General Business Agreement;
 - (7) Personal Guarantee;
 - (8) Authorization Agreement for Automated Debits/Deposits
- (9) Any other documents deemed necessary by the Jefferson County Corporation Counsel.

The County Board reserves the right to set all of the other terms of the loan. The Term Loan Agreement will spell out all of the guidelines of the loan; define default and the consequences of such action. The Agreement will enumerate how the funds will be expended and the required bookkeeping system for the loan recipient.

The applicant must agree that he/she will not discriminate against any employee, applicant for employment, supplier or contractor due to age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other form of employment discrimination prohibited by the laws of the State of Wisconsin or the United States of America.

Loan terms and conditions shall be structured on need and ability to repay. The Loan Review Committee and the JCEDC shall determine loan terms and interest rates on an individual basis. Unless the Loan Review Committee and JCEDC determine otherwise, there shall be two interest rates available to applicants. Borrowers who start repayments immediately following the loan closure will pay two percent (2%) for the entire amortization of the loan. Borrowers choosing to defer payments of principal and interest for six-months will pay four percent (4%) for the entire amortization period of the loan. The length of the amortization schedule will be determined by the Loan Review Committee in conjunction with the applicant, and is dependent upon the amount of the loan; the type of project assisted and the number of jobs affected and will require County Board approval. Minimum standards shall include the following:

- (1) Loan Amount. Loan amounts are subject to the availability of program funds. No loan request exceeding 25% of total project costs will be considered.
- (2) Interest Rate. The interest rate shall be established by the Loan Review Committee.
- (3) Terms for Loans.
 - (a) Working capital loans shall have a maximum term of seven years.
 - (b) Loans for machinery, equipment and fixtures shall have a maximum term of ten years.
 - (c) Real estate loans shall have a maximum term of 12 years which can be amortized over 20 years with the option of refinancing for an additional 8 years.
 - (d) Loans shall not have a term longer than the terms of the other private financing in the project.
- (4) Period of Payment. Terms may include longer amortization schedules with balloon payments. Amortization schedules shall be set up for monthly payments.
- (5) Repayment. Payment of interest and/or principal may be deferred during the implementation period of the assisted activity if merited in the loan application. Interest may accrue during the deferment period and may be paid in full or added to the principal amount of the loan. Following the deferral period, interest and principal shall be paid for the remaining term of the loan.
- (6) Prepayment. There shall be no prepayment penalties.
- (7) Collateral. Jefferson County will have the highest priority on assets securing the loan to ensure that RLF loans are adequately secured.

4.3 DEFAULT PROCEDURES:

In the event of a default or a pending default, Jefferson County will notify the loan recipient in writing of a deficiency and the subsequent actions to be taken should the payment not be made within a specified time frame. Late payments and default situations will be set forth in the Borrower's promissory note. All payments received from applicant shall be applied first to accrued late payment penalties, then to interest accrued, and then to principal.

If an applicant anticipates or is experiencing problems with meeting reporting criteria and/or experiencing other operational problems impacting the ability to meet loan criteria, the Borrower shall contact the RLF Administrator and the JCEDC and/or RLF Administrator may work directly with the borrower to identify actions necessary to correct the identified problems or deficiencies.

Should the routine loan review process reveal evidence of problems during the loan period that may place the loan at risk of default, the account shall be turned over to the Jefferson County Corporation Counsel to initiate legal actions necessary to protect the loan and to ensure the maximum repayment of the balance due. If necessary, Corporation Counsel will initiate foreclosure proceedings or take other legal action deemed necessary to protect Jefferson County's interests.

SECTION 5. APPLICATION PROCEDURES

5.1 DISCUSSION OF REQUIREMENTS

Prior to submitting an application, the applicant shall discuss the program with the JCEDC. The JCEDC shall assist the applicant, as is reasonably necessary in completing the application. All financial information shall be kept in a secured place with limited access by authorized personnel only.

5.2 TIMING

Applications may be submitted at any time during the calendar year. The process to approve a loan application includes a meeting with the loan review committee which will occur within one month of submission of all documentation necessary for the committee to make a determination. If an application is recommended for approval, the Loan Review Committee will forward the application to the Jefferson County Board of Supervisors for final approval. The County Board of Supervisors normally meets monthly on the second Tuesday evening of the month.

5.3 PRIORITY

Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. In the event that multiple loan fund requests exceed available funds, the following criteria will be used to determine applicant priority:

- (1) Eligibility of the applicants.
- (2) Eligibility of the project to be undertaken.
- (3) The extent to which private funds are to be leveraged.
- (4) The extent to which jobs are to be created, and the type jobs and wages.
- (5) The extent to which the loan can be secured.
- (6) Evidence of ability to repay the loan.
- (7) Size of the loan requested.

- (8) Timing of the proposed expenditures.
- (9) Completeness of application.
- (10) Other factors as deemed appropriate.

5.4 LOAN APPLICATION

Applicants shall submit an application using the form available from the RLF Program and adhere to the requirements set forth in Section 3 of this manual, in addition to any other requirements established by the Loan Review Committee or the JCEDC.

5.5 REVIEW PROCESS

Specific steps in the review process include the following:

- (1) Preliminary Review. The JCEDC staff will review the application for completeness and verify that the proposed project meets the minimum requirements provided in Section 3.5. If the application is not complete, staff will inform the applicant of the deficiencies.
- (2) Formal Review. The Loan Review Committee will meet to review an application within 30 days of the receipt of a completed application or at some other predetermined schedule. Once the review is completed and the proposal is deemed acceptable for funding, the Loan Review Committee will forward the proposal to the Jefferson County Board of Supervisors for final approval; or to another body authorized to act on loan requests by the County Board.
- (3) Negotiation of Terms. Upon the tentative acceptance by the governing body, the JCEDC and/or the Jefferson County Corporation Counsel will contact the business in writing to review and explain the terms of the loan.
- (4) Notice of Award. If the application is approved, a closing date will be scheduled to execute the necessary loan documents.
- (5) Rejection of Award. If the application is not approved, the JCEDC will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

SECTION 6. DISTRIBUTION OF FUNDS

6.1 LOAN PROCEDURES

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

- (1) Notice of Award. The Loan Review Committee must have reviewed and approved a complete application for an eligible applicant.
- (2) Loan Agreement. Jefferson County's attorney shall prepare a loan agreement, which shall be executed by Jefferson County and the Chief Executive Officer of the business.
- (3) Promissory Note. A promissory note shall be prepared by Jefferson County and signed by the Chief Executive Officer of the business at the time of loan closing. The note must be dated; it must reference the agreement between Jefferson County and the business; and it must specify the amount and terms of the loan funds delivered.

- (4) Security. Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by Jefferson County and executed at the time of the loan closing. The Jefferson County attorney or the RLF Administrator, shall record the instrument and place a copy in the project file to include:
 - (a) Mortgage and/or security agreement.
 - (b) UCC searches and filing.
 - (c) Guarantee agreement.
 - (d) Title insurance or Abstract.
 - (e) Assignment of Life Insurance.
 - (f) Casualty Insurance binder.
 - (g) Personal guarantee.
 - (h) Other documentation as may be appropriate.

- (5) Repayment Schedule. A loan repayment or amortization schedule shall be prepared by the RLF Administrator after the loan proceeds are fully disbursed. The repayment schedule shall be dated and signed by both the County and the Chief Executive Officer of the business. At that time, the repayment schedule shall be attached to both parties' copies of the agreement.

- (6) Evidence of Permits, etc. Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.

- (7) Evidence of Program Expenditures. Documentation must be provided by the business to evidence program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the RLF Administrator.

- (8) Fixed Equipment. Fixed equipment financed with program funds must have been purchased, delivered, and installed. The RLF Administrator shall verify the installation of fixed equipment.

- (9) Other Documentation. As appropriate or necessary, the applicant may be asked to provide the following:
 - (a) A certificate of status from the Department of Financial Institutions.
 - (b) The Articles of Incorporation and by-laws.
 - (c) A Board or Corporate resolution authorizing the borrowing of funds and a Secretary's certificate.
 - (d) Current financial statements.
 - (e) Evidence of having secured other funds necessary for the project.
 - (f) An Environmental Assessment for real estate loans which may either be a Phase I, II, or III analysis, depending on the environmental condition of the site.

With the above documentation in place, the RLF Administrator will schedule a loan closing. All documents will be executed before funds are disbursed, and mortgages and UCC Statements shall be recorded with the Register of Deeds and the Secretary of State. (Appendix A. contains a model Loan Closing Documentation Checklist).

SECTION 7. POST APPROVAL REQUIREMENTS

7.1 OBLIGATION OF LOAN RECIPIENT

In addition to the terms and conditions of the loan, Borrowers shall agree to comply with the following. Refusal to comply with any of these could place the loan in default. Borrower shall:

- (1) Document the creation or retention of the agreed upon number of jobs within 24 months of the date of the execution of the loan agreement with Jefferson County.
- (2) Not discriminate on the basis of age, race, color, creed, religion, sex, national origin, ancestry, handicap, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., marital status, sexual orientation, or other basis prohibited by the laws of the State of Wisconsin or the United States of America in any employment or construction activity related to the use of the business loan funds.
- (3) Use loan proceeds in accordance with the loan agreement.
- (4) Permit inspections by persons authorized by Jefferson County of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but are not limited to, contracts, materials, equipment, payrolls, and conditions of employment.
- (5) Maintain records on the project as may be requested by Jefferson County. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
- (6) Submit periodic progress reports to the RLF Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
- (7) Maintain fire and extended coverage insurance on the project property required during the term of the loan. Jefferson County shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy if loan proceeds were used to purchase items covered by insurance. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
- (8) Abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti- Kickback" Act; and, all regulations pursuant to these Acts.
- (9) Collect the attached self-certification forms from every applicant for each job created to ensure compliance with LMI guidelines. (Please see Attachment 1)

SECTION 8. PERFORMANCE MONITORING

8.1 PRIVATE LEVERAGE COMMITMENTS

The JCEDC shall monitor the use of the funds and expenditure of private leverage commitments.

Documentation may include invoices or receipts for materials and supplies, letters from lenders, final bills of sale, and canceled checks.

8.2 HIRING OF NEW EMPLOYEES

The JCEDC shall monitor the applicant's progress in meeting agreed upon job creation or retention goals. Job creation must be documented using payroll records. Before-project and after- project payroll records should be provided by the applicant to document job creation. Failure of the business to provide the targeted number of jobs may be a condition for default unless the business can show it made a good faith effort to create the targeted number jobs but did not succeed due to reasons beyond its control. In all hires the applicant must meet the LMI requirement

8.3 DEFAULT

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at Jefferson County's option, become immediately due and payable. To exercise this option, Jefferson County shall prepare a written notice to the business. The notice shall specify the following:

- (a) The default.
- (b) The action required to cure the default.
- (c) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
- (d) Any penalties incurred as a result of the default.

SECTION 9. USE OF LOAN REPAYMENTS AND REPORTING

9.1 RLF PROGRAM

Repaid loans shall be re-deposited into the Revolving Loan Fund account and used in a manner consistent with the policies and procedures manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The RLF account shall be audited on an annual basis and the RLF Administrator shall provide reports at times and on forms as required by the State of Wisconsin.

SECTION 10. LOAN SERVICING

10.1 MONITORING

The RLF Administrator shall monitor each loan to ensure compliance with the loan terms and conditions and to monitor the financial health of the business to ensure continued repayment of the loan. The monitoring will also ensure that all recordkeeping requirements are met particularly in regard to job creation and expenditures of matching funds.

A loan servicing file shall be established and maintained for each loan recipient that includes all written correspondence; a record of important telephone conversations; a list of applicable loan covenants; certificates of insurance for builder's risk, property-casualty, and life insurance, as applicable; and documentation for job creation and retention including low and moderate income certifications forms.

10.2 RECORDKEEPING

In addition to the above, the RLF financial management records must be comprehensive and designed to provide the following information:

- (a) A Revolving Loan Fund Register that records all deposits and disbursements to and from the RLF, including funds used for RLF administration.
- (b) A CDBG Loan Repayment Register that records repayments made by each business which has received a loan from the RLF and tracks the balance of repayments from all loans from the RLF.
- (c) A Collection Register for every loan made. Each register will contain the business name, loan date, loan amount, terms, and date repayment begins. Payments are divided into principal and interest payments with a declining principal balance.
- (d) RLF Loan Repayment Registers that record repayments made by each business, which has received a loan from the RLF that tracks the balance of repayments from all loans from the RLF.



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact: Victoria Pratt

Agenda Item: General Orders

Discussion and possible action on the Revolving Loan Fund Manual and Lending Guidelines for Jefferson County #

Respective Issue: RLF Manual and Lending Guidelines

Yes	No	Abstain	Absent	C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact: Victoria Pratt

Agenda Item: General Orders
 Campaign update:
 Discussion/possible action regarding contract between Convergent and Jefferson County for execution of Capital Campaign

Respective Issue: Dodge County Contract

Yes	No	Abstain	Absent		
				C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

Motion Carried

Not Carried / Denied

Amended As Follows:



Board Action Form

Action

Docs Enclosed

Future Review

Date: January 2017

Point of Contact:

Agenda Item: **General Orders**
 Discussion/possible action regarding proposed agreement between Jefferson County and Dodge County Contract for economic development services

Respective Issue: Dodge County Contract

Yes	No	Abstain	Absent	C-Fort Atkinson	Matt Trebatoski
				C-Jefferson	Tim Freitag
				C-Lake Mills	Steve Wilke
				C-Waterloo	Mo Hansen
				C-Watertown	John David
				C-Whitewater	Pat Cannon
				V-Cambridge	Veronica Rudychev
				V-Johnson Creek	Kyle Ellefson
				County Supervisor	Jim Mode
				County Supervisor	Tim Smith
				County Supervisor	Augie Tietz

Action Taken:

- Motion Carried
- Not Carried / Denied
- Amended As Follows: