



**ECONOMIC DEVELOPMENT AUTHORITY**

**Friday, March 20, 2020**

**8:30-10:00 a.m.**

**WASECA COUNTY EAST ANNEX  
300 N STATE ST, WASECA  
COUNTY BOARD ROOM**

**A G E N D A**

- 1. CALL TO ORDER/ ESTABLISH QUORUM**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES- February 21, 2020**
- 4. BILLS AND COMMUNICATIONS - None**
- 5. REPORTS - Member Reports**
- 6. UNFINISHED BUSINESS**
  - a. Revolving Loan Fund (RLF) Request- Ruff Life Kennel**
- 7. NEW BUSINESS**
  - a. None**
- 8. MISCELLANEOUS – Clear Lake Tourism**
- 9. ADJOURNMENT**

**WASECA COUNTY ECONOMIC DEVELOPMENT AUTHORITY**

**MINUTES OF FEBRUARY 21, 2020**

**DRAFT**

**CALL TO ORDER/ESTABLISH A QUORUM**

A quorum to conduct business was established and the Chair, Pam Lehrke called the Waseca County Economic Development Authority meeting to order at 8:30 a.m. at the meeting room in the East Annex Building.

**MEMBERS PRESENT**

Pam Lehrke, Carol Raimann, Doug Christopherson, Russ Frederick, Chris Osterloh, Brad Krause.

**MEMBERS ABSENT**

Charles Benson.

**STAFF PRESENT**

Mark Leiferman, Planning and Zoning Administrator, Maame Yorke, Planning and Zoning Specialist.

**OTHERS PRESENT**

Names include as seen on sign-in sheet. Spellings of names shown as best as possible from handwritten signatures.

Darcy M Roemhildt, Jon W Roemhildt (arrived after the meeting commenced)

**ELECTION OF OFFICERS/MEETING DATES**

Raimann made a motion to elect Pam Lehrke as the Waseca County Economic Development Authority Chair. Motion seconded by Krause. Motion passed unanimously.

Krause made a motion to elect Charles Benson as the Waseca County Economic Development Authority Vice Chair with Lehrke seconding the motion. Motion passed unanimously.

A motion was made by Raimann to elect herself, Carol Raimann, as the Waseca County Economic Development Authority Secretary. Motion was seconded by Lehrke and it was passed unanimously.

A motion was made by Benson to elect himself, Chris Osterloh, as the Waseca County Economic Development Authority Treasurer. Motion was seconded by Lehrke and it was passed unanimously.

After electing officials, there were discussions on the meeting timetable for the EDA. Frederick made a motion to maintain County EDA meeting as, which is, every third Friday of each month is. Motion was seconded by Osterloh and it was approved.

**APPROVAL OF AGENDA**

Frederick made a motion to approve the agenda as amended with Christopherson seconding. Motion passed unanimously.

**APPROVAL OF MINUTES – November 15, 2019**

Osterloh made a motion with Lehrke seconding to approve the November 15, 2020 minutes. Motion passed unanimously.

**BILLS AND COMMUNICATIONS:**

None

**REPORTS – Member Reports:**

Raimann updated the EDA on Discover Waseca special meeting to be held in the month of April to talk about inventorying community assets. She mentioned the University of Minnesota would provide the Committee a road map and also inform them about options to make the community attractive and thrive in tourism.

**UNFINISHED BUSINESS:**

Mark Leiferman gave the Waseca County EDA and Update on the County Broadband Study. He mentioned was putting together a grant application to get half of the feasibility study funded through the Blandin Foundation. The feasibility study would outline the options for the county to reach the broadband requirements and also give an indication about the costs and the populations/areas to be served.

Maame Yorke briefly updated the EDA updates on the Trail Masterplan. She mentioned plans are underway to formally submit application for Regional Trail Designation and consequently grant application in a couple of months.

**NEW BUSINESS:**

**Revolving Loan Fund (RLF) Request – Ruff’ Life Kennel.**

Leiferman presented a PowerPoint on the \$35,000 revolving loan fund request for Ruff’ Life Kennel proposed to be located at 1178-380<sup>th</sup> Ave. He stated that the EDA had \$30,895 in the fund and had advised the applicants on that. He further provided site information of the proposed kennel facility and mentioned the applicants had requested for a conditional use permit and code amendment to allow for the location of the proposed use. The applicants have their house and garage on site and construction of the kennel (24’ x 52’) has already been started.

Leiferman further presented the Waseca County UDC requirements for Kennel facilities in the A-1 Agricultural Protection Zoning District.

*§ 6.08 A-1 AGRICULTURAL PROTECTION DISTRICT STANDARDS.*

*(C) Conditional uses (see Article 4 for accessory uses). Accessory uses are subject to the standards found in Articles 3, 4 and 6 of this ordinance:*

(26) *Veterinary and animal clinic and facilities for the care and/or breeding of animals, including kennel and animal crematorium;*

**§ 6.16 SPECIFIC STANDARDS FOR COMMERCIAL AND INDUSTRIAL USES.**

(FF) *Veterinary and animal clinic and facilities for the care and/or breeding of animals including kennel and animal crematorium.*

(1) *Site plan. Site plan review shall be required.*

(2) *Facility design. All veterinary clinics or hospitals shall provide indoor facilities having adequate heating, ventilation and lighting and outdoor facilities having shelter from the elements. Facilities shall have proper drainage and a plan for manure management.*

(3) *Exercise areas. All animal runs or exercise areas shall be located at least 100 feet from any adjoining property line if there is a residence or platted residential lot within 1,000 feet of such runs or exercise areas. If there is no residence or platted lot within 1,000 feet, the setbacks of the runs or exercise areas shall be equal to the accessory building setback of the underlying district. Outdoor animal runs or exercise areas are prohibited within the VM Village Mixed-Use District.*

(4) *Licenses. Facilities must obtain all required state and federal licenses or operational permits.*

(5) *Parking. Parking and loading shall meet the standards found in § 6.15.*

Leiferman further presented the documents provided by the applicants as part of the application and listed within the EDA policy as outlined below. Note that the outstanding documents are underlined.

- Business Plan describing the scope of the project
- Project budget
- Private financing commitment
- Equity investment commitment
- Proposed security
- Company pro forma financial statements for the previous 2 years
- Personal pro forma financial statements for the previous 2 years
- Credit check release (not received the credit check but coordinating that with Southern Minnesota Initiative Foundation)
- Mortgage of property to be improved (to be provided by Waseca County)
- Proof of insurance of property to be improved
- Number of jobs to be created or retained
- Wage information
- Amount of loan request
- Other documentation as requested

Leiferman then presented the uses and sources of funds statement as submitted by the applicants below:

	<b>Bank SMIF</b>	<b>Waseca Cty</b>	<b>Owner</b>	<b>Total</b>
Building and supplies	7,096.13	35,000.00	14,642.87	56,739.00
land prep	2,500.00			
F F & E	8,233.87			
Inventory & supplies	1,870.00			
signage	500.00			
legal	500.00			
closing costs			2,000.00	
contingency 10%	5,700.00			
working capital	5,000.00			
website	1,500.00			
opening marketing	1,500.00			
CUP	600.00			
<b>Total</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>16,642.87</b>	<b>86,642.87</b>

The applicants provided the EDA with an appraisal which shows a value of \$220,000 before Kennel

Some questions related to the appraisal include

- Whether or not to see updated appraisal with the building shown?
- Whether or not to require the applicants show another source of collateral?

Some of staff questions/concerns include

- Does the County need bid documentation, Paid Receipts and/or Lien Waivers for all of the expenditures shown?
- Has any work been completed in the last 90 days that could result in liens?
- Is there sweat equity in the expenditure
- Request bid documents to firm up the numbers in this particular instance.
- Documentation show that the business is an LLC. Can the applicants provide documentation? Is the house and business on the same property? Is the LLC leasing from the owners?

Leiferman went on the mention that the balance sheet provided by the applicants showed an equity figure of \$71,409.12; however, after all said and done, their equity is around \$16,643 because of the a loan refinancing. He then further presented the income revenue statements of the applicants. Response from the applicants (Darcy) indicated that sales projections were based on if they were full every day, income generated would be \$500 per day (\$15,000 per month). Calculations were based off of 20 days per month full (\$10,000) to start out and averaged over the year for those times. Leiferman then mentioned that he doesn't have a lot of information about whether or not those numbers could be achieved or not. The applicants also provided information on peak days for the business and again Leiferman mentioned he had limited knowledge about the proposed business and thus unable to tell if the numbers could be achieved.

### **Loan Criteria**

Leiferman went over the Loan Criteria as follows:

#### A. Eligible Activities

Loan funds may be used to assist small businesses primarily by providing financial assistance for the following types of activities, including but not limited to:

1. New Building Construction and Structure Rehabilitation
2. Code compliance
3. Employee recruitment and retention
4. Commercial building facade enhancement.
  - Only one active revolving loan fund may be granted per establishment/property.

B. Eligible Applicants

Applicants may be a small business or developers who are organized as proprietorships, partnerships, Limited Liability Companies or corporations. Waseca County may make exceptions to eligibility on a case by case basis. Furthermore, the applicant must also demonstrate proof of the following:

1. Ownership of the subject property.
2. Property insurance.
3. Property taxes paid and current.
4. Freedom from all judgments, liens, agreements, consent decrees, stipulations for settlements, or other such actions.
5. Compliance with all applicable Waseca County ordinances and plans.

C. Eligible Costs

1. Improvements to the land which are a portion of the overall project cost including but not limited to grading, new streets or access drive improvements, parking lots, utilities, and landscaping.
2. Purchase or renovation of buildings.
3. Purchase of major machinery or equipment that have a defined useful life of at least five years.
4. Building construction to include engineer and architect fees.

D. Ineligible Activities

In addition to the inability to satisfy the criteria for eligible applicants and activities, the following activities also qualify as ineligible:

1. Ineligible activities. Funds may not be used for lending or investment organizations, non-profit institutions, gambling organizations, land speculations, or any activity otherwise deemed illegal by federal, state, or local law.
2. Ineligible costs. Ineligible costs include management fees, financing costs, franchise fees, debt repayment or consolidation, moving costs, refinancing, and operating costs or working capital.
3. Contract for Deed and/or Ground Lease. Projects involving a contract for deed or a ground lease will not be considered for County Revolving Loan Funding.

**LOAN CRITERIA - Loan Terms and Conditions**

The County shall make available to eligible applicants direct low-interest loans for the purpose of encouraging economic development, redevelopment, job creation and/or retention, and preservation of existing businesses in the County.

A. Loan amount. There are maximum and minimum loan amounts for eligible projects.

1. The maximum loan available from the revolving loan fund for each eligible project is limited to \$40,000 or 40% of the total project cost, whichever is less. (Fund Balance: \$30,895)

2. The minimum loan amount available from the revolving loan fund for each eligible project is limited to \$10,000.

B. Interest rate. The interest rate shall be a fixed rate established at 2% less than the reference rate of U.S. Bank National Association on the date of the application; but shall not be less than 3%. As at the date of the application 2-5-2020.

C. Term. The term of the loan will be tied to the useful life of the assets being financed. The County withholds the right to deviate from these terms on a case-by-case basis. Any deviation from these terms shall be documented in the County Board resolution and meeting minutes that stipulate the public purpose served by the variation. In no case shall any project have a longer finance term than 20 years.

The following general terms and their respective maximum finance terms apply:

- Major machinery & equipment – 7 years.
- Land and building acquisition – 15 years.
- New construction and renovation – 15 years.

D. Balance due. All loans to recipients, regardless if they qualify as a business subsidy, are not assignable. All balances will be due and payable if and when:

- The loan recipient sells or otherwise transfers any or part of his/her/their interest in the property.
- The loan recipient fails to meet any of the guidelines established within this document before the maturity date of the loan.
- The loan recipient relocates any part or all of the business outside of the Waseca County.

E. Job creation & wage goals. The County’s policy for job creation & wage goals shall be consistent with Minnesota Statute §116J.8731 and the provisions of the Minnesota Investment Fund (Revolving Loan Fund), which states, “Any borrower receiving revolving loan fund assistance must pay each employee total compensation, including benefits not mandated by law, that on an annualized basis is equal to at least 110% of the federal poverty level for a family of four. The federal poverty level changes annually.”

In addition, the borrower must create, maintain, or demonstrably save one permanent full-time job for each accepted application. Each permanent full-time job must be created or saved within two years of the loan closing. Micro-enterprise loans are exempt from this requirement. ???

Any recipient of revolving loan fund assistance, whether or not the loan qualifies as a Business Subsidy as defined in Minnesota Business Subsidy Law, shall comply with the County’s policy for number of jobs created and wages those jobs are to be paid.

F. Slum and Blight. Funds may be expended for economic development activities, such as commercial rehab, which aid in the elimination of slum or blight. Applicants for slum & blight remediation need to meet the definition under state & local law.

G. Equity Participation. There shall be a minimum of 10% equity investment of total project costs required of all applicants.

Leiferman mentioned the debt to equity ratio was high.

H. Collateral Requirements. All loan agreements will be secured by one or more of the following: mortgage and a promissory note, and/or other security agreement as required by the County; and

- The revolving loan fund may take a subordinate position to the primary lender on the assets financed; and
- Letters of commitment from all funding sources must be submitted for the application to be deemed complete; and
- Personal guarantees of persons with ownership interest of 25% or greater are required.

Leiferman mentioned the EDA might want to talk with Southern Minnesota Initiative about sharing a second lien position on the structure and requesting to be a beneficiary of the applicant's State Farm life Insurance Policy as requested by EDA Member Raimann.

- I. Loan Repayments. Repayment of the loan must begin within one month of construction completion, when the building is put into use or when the applicant takes possession of machinery and equipment purchased with the loan funds. Construction may be considered completed when a final inspection is completed by the Planning and Zoning Administrator staff.
- J. Loan Prepayments. Prepayments are permitted where the borrower makes the county whole for any losses or costs associated with the prepayment.
- K. Notifications. Applicants will be notified in writing of the following:
  - Within 7 days the applicant will be informed of the EDA recommendation to the County Board.
  - Within 15 days the applicant will be informed of award or denial after final action has been taken on their revolving loan fund application.
  - Within 60 days of final approval the County will close the loan and deliver all loan closing documents and a final debt service schedule. In exchange, the borrower will deliver to the County its loan obligation which is defined as a bond, note, or other evidence of obligation issued by the borrower to evidence its indebtedness under the loan agreement.
  - Requests for post-closing amendments and modifications following award, closing or disbursement of funds to the underwriting of the original request require County approval and shall be presented at the next scheduled meeting of the County Board.
- L. Loan Declination. The County will not make a loan if it determines that the loan amount would place an undue burden on the financial resources of the borrower or the borrower cannot demonstrate adequate financial ability to repay the loan or the County otherwise determines that making the loan is not in the best interest of the County.

## ADMINISTRATION

As described herein, the following procedures shall apply:

- A. The Waseca County Economic Development Authority shall serve as the loan review committee. The final determination on all revolving loan applications rests with the County Board.
- B. The loan review committee shall consist of the members and Board representatives of the EDA. Ex-officio non-voting members shall include one banker (if no EDA member is a bank employee), the County Administrator, and the Planning and Zoning Administrator.
- C. All County officials, employees and members of the EDA shall comply with the applicable federal, state, and local conflict of interest law.
- D. All requests for financial assistance from the Revolving Loan Fund, whether or not they qualify via statute as a business subsidy, shall be submitted via the Business Subsidy Pre-Application and Application forms. Each request shall contain the following information:  
(Note: Underlined items are outstanding)
  - Business Plan describing the scope of the project
  - Project budget
  - Private financing commitment



- Equity investment commitment
  - Proposed security
  - Company pro forma financial statements for the previous 2 years
  - Personal pro forma financial statements for the previous 2 years
  - Credit check release
  - Mortgage of property to be improved
  - Proof of insurance of property to be improved
  - Number of jobs to be created or retained
  - Wage information
  - Amount of loan request
  - Other documentation as requested
- E. Applicant eligibility will be determined by County staff using the pre-application criteria. In addition, County staff will determine if the application is complete and actionable. Incomplete applications will be assigned pending status and the applicant will be informed in writing of the missing documentation.
- F. Applications shall only be accepted on the official form provided by the County and may only be submitted in person to the Office of the County Administrator, Planning and Zoning Administrator or by certified mail. The Pre-Application materials shall be accompanied by a fee of \$300. Any direct costs to review or record the loan shall be paid by the applicant. The application fee must be paid at the time of submission for the applications to be deemed complete.
- G. As part of the eligibility determination process, the County may inspect the property or building designated for improvements for compliance with County ordinances and zoning codes.
- H. A credit check for the company and each of its principal owners shall be authorized for and conducted by County staff or their assigns.
- I. The EDA will review a completed revolving loan fund application and construct a recommendation to the County Board for final approval.
- J. The EDA will base their recommendation on the economic benefit to Waseca County, credit underwriting typical to the lending community including the borrower's ability to repay the loan and the collateral offered to secure the loan, the number of jobs to be created or retained, wage rates of jobs created or retained, and increase in the local tax base.
- K. If approved by the County Board, the applicant will be sent a written commitment letter that will outline the terms and conditions of the loan approval. A copy of the commitment letter will be signed by the borrowers and grantors signifying acceptance of the terms and conditions of the loan proposal and the conditions for funding. Upon the return of the executed commitment letter, the County Attorney will begin the loan closing process.
- L. The County Attorney will prepare documentation and coordinate the closing with the borrower or the borrower's counsel and their primary financial institution.
- M. All program and financial records, supporting documents, statistical records, environmental review records and other records pertinent to the revolving loan program shall be maintained for a period of ten (10) years from the final project report and project closeout date.

## **DELINQUENCY AND DEFAULT**

Should the amounts due not be paid or when any other default occur, such default shall, at the option of Waseca County, be due immediately and payable at that time without further notice (notice of the exercise of such option being expressly waived by the borrowers). In the event suit or action is instituted to collect on any amounts due Waseca County or its Economic Development Authority, the undersigned promises to pay all costs of collection, including reasonable attorney fees incurred in said suit or action. The undersigned hereby waives presentment for payment, demand, notice of dishonor, protest and notice of protest of this Note, and agree that no act, thing or event shall in any way affect or impair their liability to the Waseca County.

All Demands, notices and commitments hereunder shall be in writing and shall be personally delivered or deposited in United States mail, postage prepaid, addressed as follows:

### **Loan Criteria and Approval**

#### **Issues:**

- County only has \$30,895 to lend.
- Requires approval of a code amendment and conditional use permit (timeline)
- Does the County need bid documentation, Paid Receipts and/or Lien Waivers for all of the expenditures shown.
- Has any work been completed in the last 90 days that could result in liens?
- Loan to value appears low (Loans \$290,000 – Equity 16,895). Need Updated Appraisal?
- Methodology to determine income seems weak. Do we need more documentation?
- House and Business on the same property. Application list applicant as an LLC. Is the LLC Leasing from the owners?
- Policy: Subordinate to the Primary Lender- Shared second position with SMIF?
- Another Source of Collateral?
- Interest Rate?

Raiman mentioned the applicants need to provide an updated appraisal and further mentioned the interest rate could be 3% for 15 years. She went further to state that she didn't realize the applicants were looking at refinancing their mortgage and didn't know if there was any other collateral.

Lehrke asked if the applicants South Minnesota Initiative Fund Loan had been approved.

Krause asked if the applicants have an LLC now and if they were creating the LLC for property tax purposes. The applicants responded their personal real estate property taxes was under their name and they were planning on sorting the LLC bit.

Lehrke asked if the reduced revolving loan amount will cause any hardship. The applicants responded their estimates were a bit high because of unforeseen circumstances and that the reduced amount might not cause any hardships.

Frederick asked how the income statements were done and how the applicants arrived at the 20 days peak days. Roemhildt mentioned the income statements were based off of a \$25 fee per dog per day.

Frederick went on to ask if the applicants are looking at hiring other people and the applicants responded they were not looking at that option at least not in the first year of operation.

**MOTION ON POLICY AMENDMENTS AND LOAN RECOMMENDATION**

Raimann made a motion to table the applicants request until more information has been submitted before making a recommendation to the COUNTY BOARD. Christopherson seconded the motion and it was passed unanimously.

**MISCELLANEOUS**

None

**ADJOURNMENT**

Frederick made a motion with Lehrke seconding to adjourn the meeting.

Meeting adjourned at 9:40 a.m.



**Waseca County Planning and Zoning Office**  
**300 North State Street**  
**Waseca, Minnesota 56093**

**MEETING DATE:** February 21, 2020

**TO:** Pam Lehrke, Chairperson and  
the Waseca County Economic Development Authority (EDA)

**FROM:** Mark Leiferman, Waseca County Planning and Zoning Administrator

**SUBJECT:** Waseca County Economic Development Authority (EDA)  
Meeting - Agenda Items

**Item 6a - RLF Request- Ruff Life Kennel - Jon and Darcy Roemhildt**

As you know, Waseca County received a Revolving Loan Fund (RLF) application from Jon and Darcy Roemhildt to assist with the development of a dog kennel (Ruff Life Kennel) on their property located at 1178 - 380<sup>th</sup> Avenue, Janesville, MN 56048 (PID 01.005.0950). The applicants are requesting a loan of \$35,000 to assist with the project. This amount was revised to \$30,000 due to County funding limitations. This item was reviewed and tabled at the February 21, 2020 Economic Development Authority Meeting.

At the meeting the EDA advised the applicants that the County might need additional information about the County's collateral position and if the County could share a second position with the Southern Minnesota Initiative Foundation (SMIF). At the EDA meeting the Board also discussed utilizing the livestock at a feedlot the applicants own as additional collateral. The applicants have subsequently provided a list of additional collateral and equipment (provided in separate email) they own as a possible solution to the issue. If the County were to use the new collateral, the loan term might need to be adjusted to 7.5 years. The County has also discussed the possibility of a shared second with SMIF. Below is a summary of the project budget as originally submitted.

	<b>Bank SMIF</b>	<b>Waseca Cty</b>	<b>Owner</b>	<b>Total</b>
Building and supplies	7,096.13	35,000.00	14,642.87	56,739.00
land prep	2,500.00			
FF & E	8,233.87			
Inventory & supplies	1,870.00			
signage	500.00			
legal	500.00			
closing costs			2,000.00	
contingency 10%	5,700.00			
working capital	5,000.00			
website	1,500.00			
opening marketing	1,500.00			
CUP	600.00			
<b>Total</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>16,642.87</b>	<b>86,642.87</b>

As discussed with the EDA last month, the total cost to construct the building, prepare the land, acquire a sign and purchase furniture, fixtures and equipment for the building is approximately \$68,000. The soft costs including inventory and supplies are approximately \$19,000 (19% of the project cost). The applicants have received a commitment for a loan in the sum of \$35,000 (40% of the project cost) from the Southern Minnesota Initiative Foundation (SMIF). The SMIF loan approval is attached to this memorandum. If the County were to provide a \$35,000 the County's share of the project cost would be 40%.

The SMIF loan commitment letter also shows they will be obtaining a credit report and lien search for their loan approval. The County will ask if SMIF would be willing to share this data with County staff (with permission of the applicants).

The applicant have/are refinancing the loan and propose to increase the loan to \$220,000. The applicant's equity would come from the refinancing of the mortgage. The applicant's appraisal suggests the value of the property, as is, is currently \$220,000. They are seeking to have the appraisal amended to show the value following the kennel construction.

### **Loan Criteria Analysis**

1. Eligible Activities. Loan funds may be used to assist businesses with new building construction.
2. Eligible Applicants. Individual owners (proprietors) would be considered eligible applicants. The applicants will need to provide the EDA with proof of insurance. The County will need to verify that the property is free from liens and judgements. The property taxes were paid in 2019. The use of the property will require a conditional use permit, variance and/or zoning code amendment. Approval of the loan will be subject to such approvals.

### Terms and Conditions

After review of the application materials, staff would conclude that the applicant are applying for this loan to encourage economic development in the form of increasing the tax base and increasing employment; despite the fact that the owners/family are the only proposed employees.

1. Loan Amount. The request is for a loan of \$35,000 or 40% of the project costs. There is no private lender associated with this project.
2. Interest Rate. If approved, the interest rate would be fixed at 2% less than the U.S. Bank Association rate on February 5, 2020 (the date of payment of the application fee) or at 3%, whichever is greater.
3. Term. The Waseca County loan criteria establish the term for loans for new construction projects at 15 years. The loan will be due on sale or due upon violation of any loan agreement.
4. Collateral Requirements. The loan will be secured by a mortgage, promissory note and personal guarantees. The loan will be subordinate to two mortgages made by the St. Clair State Bank and may be subordinate to the SMIF Loan.

5. Loan Repayments. Repayment of the loan must begin within one month of construction completion, when the building is put into use. Construction may be considered completed when a final inspection is completed by the Planning and Zoning Administrator staff.

The Waseca County Economic Development Authority serves as the loan review committee for the County. The final determination on all revolving loan applications rests with the County Board. The County Staff commitment letter will be provided with the other material sent in a separate email for privacy.

**Staff Recommendation.**

Staff is recommending approval of the revolving loan request if the Waseca County Economic Development Authority finds the application and supporting materials meets the Waseca County Revolving Loan Fund Criteria.

**Item 8. MISCELLANEOUS – Clear Lake Tourism**

**Clear Lake Corridor Improvements / Tourism.**

At the March Planning Commission Meeting, staff discussed possible corridor/ lake improvement projects to promote tourism along Clear Lake and tied these options into the Waseca County EDA goals and that of the City's Vision 2030. The concepts presented to the Planning Commission potentially add parking on Old Highway 14 along the south side of the lake near Barneys Restaurant and Memorial Park and on north side of the lake along Clear Lake Drive near the Lakeside Golf course. The goal would be to increase trail use and park use, add water oriented activities and potentially expand business opportunities. Expanding business opportunities may require Unified Development Code amendments. Staff will provide a summary of the concept at the Economic Development Authority meeting.