



# MEMO

## PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority of the City of Kaukauna  
From: Lily Paul, Associate Planner  
Date: August 26, 2022  
Re: Revolving Loan Application Review – Riverside Property Management LLC, 215 W Wisconsin Ave

Jason Hurst of Riverside Property Management LLC, owner of 215 W Wisconsin Ave, is seeking a loan to perform updates for his rental space. The space is rented by Shaila Lopez, owner of Mena's Place LLC, who also has submitted a RACK Revolving Loan application. The applicant and the tenant are looking to perform a number of updates to the building to prepare it for a new restaurant. Updates include: construction and plumbing for a wet bar, relocating electrical outlets, replace the water heater, and refinish the floor. The updates being made and the loans being requested will directly help the property owner. The plumbing and electrical work will be completed by Black-Haak, an HVAC contractor. The rest of the updates will be done by the tenant.

The cost estimate for building updates is \$18,250. All estimates have item break downs listed in the attachments. The applicant is seeking a loan from the Redevelopment Authority to assist the new tenant in updating the space. This loan will be tied to the building as collateral.

It is the duty of the Redevelopment Authority to discuss and agree on the loan proposal. Loan proposals will be based on need and ability to repay. Minimum standards include the following:

1. Loan Amount: Loan amounts are subject to the availability of funds. There is no set minimum or maximum loan amount, however, the Redevelopment Authority of the City of Kaukauna loan amount shall not constitute the only source of funds for the project.
2. Interest Rate: The interest rate shall be established by the RACK board. Please check the Interest Rates Addendum for the latest guidelines. \*The interest rate has been set at 2%\*
3. Term: The term of the loan shall be no longer than the term of private financing. In no case shall the term exceed fifteen (15 years).
4. Period of Payment: The repayment schedule shall be set up for monthly payments.
5. Amount of Payment: Interest and principal shall be collected for the term to maturity. Interest and/or principal may be deferred for up to one year, if justified in the loan proposal.
6. Collateral: Reasonable security will be required for one hundred percent (100% of the loan. Collateral shall consist of a first or second lien on all assets owned and used in the business and personal guarantees.

