

**Beachwood Community
Improvement Corporation**

**CIC (COMMUNITY IMPROVEMENT CORPORATION) LOAN REVIEW COMMITTEE ON
FRIDAY, JANUARY 31, 2025 @ 9:00 AM**

At the City of Beachwood, City Hall, Conference Room B

MEETING CALLED TO ORDER AT 9:06 A.M. By: Larry Heiser, Chairman

1.	ROLL CALL:	PRESENT	ABSENT
	George Carr	_____X_____	_____
	Larry Heiser	_____X_____	_____
	Lisa Arlyn Lowe	_____X_____	_____
	Steven Soclof	_____	_____X_____

Also Present:

Cathy Bieterman	City of Beachwood, Economic Development Dir
_____	_____
_____	_____

2. Approval of the Minutes of the Loan Review Committee held on July 12, 2024

A Motion was made to approve the Meeting Minutes of the July 12, 2024 Loan Review Committee Meeting. Ms. Lowe introduced the Motion and it was seconded by Mr. Carr. All members present answered in the affirmative and the Minutes were approved.

3. Considerations for Servicing and Underwriting

Ms. Bieterman was asked to present the modifications to the Growth Capital Corporation Community Advantage SBA 7(a) CA Network Partner Agreement. There was discussion on section IV.(f) indicating that the repayment of packing fee's is a reimbursement of the packaging fee that is paid to the CIC as a part of the initial closed loan. There was also discussion on the terms and conditions in Section V.(d), whereby Ms. Bieterman explained those are in place to allow the CIC LRC to set terms and conditions of their own related to the use of the City's Revolving Loan Fund which may provide additional financing assistance, if desired, and only if funds are available. Discussion confirmed the committee would move the item forward to legal for final review and to the CIC Board of Directors.

A Motion was made to approve the Growth Capital Corporation (GCC) Community Advantage SBA 7(a) Network Partner agreement and move forward for legal review and to the CIC Board of Directors. Mr. Carr introduced the Motion, and it was seconded by Ms. Lowe. All members present answered in the affirmative and the motion carried.

4. Commercial Office Building Revitalization Program, Review of Loan Applications

The committee was provided with the applications submitted. Ms. Bieterman was asked to explain the process that was undertaken to ensure that all commercial office building owners within the City were made aware of the application process. Ms. Bieterman explained that letters were sent by mail, with follow up phone calls/e-mails, and a web based presentation and power point was available throughout the process on the City's webpage created for the program. Additionally, she explained a FAQ section was available whereby all questions asked throughout the process were posted public alongside the application and instructions. She explained that an internal review consisting of the administration including Economic Development, City Planner, Engineering, Building and Finance were all involved in the review and scoring process. She referenced the scoring matrix that was used and emphasized that building owners did receive an e-mail with items that could be provided after the application was submitted to maximize their potential scoring. The applications were reviewed by the Loan Review Committee taking into account score, total project investment, energy efficiency building improvements and upgrades. Other key data provided, and discussions were surrounding the detailed costs, building lease terms, retention and available lease space within.

After much discussion, the members of the committee in whole agreed to move forward three of the applicants. Discussion revolved around the considerations that were introduced by administration to fund up to 25% of total eligible project costs and the committee agreed. There was discussion around the ROI being focused on business retention, energy efficiency, and supporting lower overall building operating costs of which can be beneficial to the retention of businesses within. There was also discussion pertaining to the ability to modify the scoring matrix and continue to change the program to accomplish the City's goals related.

5. Recommendation for Approval of Applicants

Discussion was introduced regarding the process for moving forward with recommendations for Approval of Applicants. It was agreed that recommendations would first be submitted to the CIC Board of Directors. Once approved by the Board, property owners will be required to submit a formal application. Following application submission, the committee discussed having the Administration prepare supporting documents for each project. These documents would then be returned to the Loan Review Committee for consideration. If approved, the finalized documents would be forwarded to the CIC Board of Directors and subsequently to City Council for final approval.

A Motion was made by Ms. Lowe to proceed with recommendations for approvals of 24400 Chagrin Boulevard, 3659 Green Road and 23875 Commerce Park all within the City of Beachwood; the motion was seconded by Mr. Carr. All members present answered in the affirmative and motion carried.

6. Next Meeting, For Final Review of Applicant Documents

There were two tentative meeting dates that were under consideration, March 7th and March 14th.

7. Additional items coming before the committee

An update with a minor modification was provided on the Millennium Control Systems loan agreement. The modification was made to the agreement to add a Cost Certificate, certifying pursuant to the terms of the loan agreement disbursement upon qualifying costs. The discussion confirmed it was materially adverse and would be consistent with the ordinance authorizing the loan agreement.

ADJOURN @ 9:55 AM

Motion: A motion was made by Mr. Carr to adjourn the meeting; the motion was seconded by Ms. Lowe.



Larry Heiser, Chair