



October 16, 2025

Christopher D. and Colleen M. Jornlin
4927 W Woodlawn Ct
Milwaukee, WI 53208

Dear Christopher D. and Colleen M. Jornlin:

Pursuant to your application and information provided by you regarding the lease of the property at 6651 W. National Ave., the Common Council of the City of West Allis ("City") hereby agrees to make a loan to you, in accordance with the federal Community Development Block Grant regulations and as a demonstration, under loan guidelines associated with the draft InStore Program the following specific terms and conditions:

1. Borrower. The Borrower shall be Christopher D. and Colleen M. Jornlin, Principal Members of Family Cycle Works LLC DBA Family Cycle Works, the members reside at 4927 W. Woodlawn Ct. Milwaukee, WI 53208 and propose to lease the property located at 6651 W. National Ave. West Allis, WI 53214.
2. Guarantors. Unlimited personal guarantees will be provided by Christopher D. and Colleen M. Jornlin married to each other.
3. Project. Loan proceeds are to be used for purchase of equipment and inventory, working capital and tenant improvement costs for the establishment of a bike shop at 6651 W. National Ave., West Allis, WI 53214.
4. Loan Amount. The loan amount shall not exceed \$100,000 comprised of the following:
 - A. \$50,000 Forgivable Loan ("Loan A") Instore Program that will be used for National Avenue Commercial Corridor. Funding source – CDBG. Disbursement of the aggregate principal will be at loan closing with proper paid invoices or purchase orders. The loan will be

evidenced by a note payable by the Borrower to the City. The loan will have monthly interest payments with a pro-rated portion of principal forgiven at anniversary of loan closing each year for 5 years.

B. \$50,000 Economic Development Assistance Loan ("Loan B"). Funding source – Tax Increment District #7 and/or First Ring Industrial Redevelopment Enterprise (FIRE) . Disbursement of the aggregate principal will be at loan closing with proper paid invoices or purchase orders. The loan will be evidenced by a note payable by the Borrower to the City.

5. Interest Rate. (To be computed on basis of 360-day year.) The interest rate shall be as follows:

- A. On the \$50,000 InStore Loan Note ("Loan A"), interest shall be Four percent (4.00%) per annum.
- B. On the \$50,000 Economic Development Assistance Loan ("Loan B"), interest shall be Four percent (4.00%) per annum.
- C. In the event of default on either Note stated under A and B above, all unpaid principal and interest shall bear interest at the rate of eighteen percent (18.0 %) per annum until paid.

6. Term. The term of Loans:

- A. Loan A shall be 5 years or 60 months.
- B. Loan B shall be 7 years or 84 months. Amortization Period shall be 20 years.

7. Payments. Payments will be as follows:

A. Loan A:

- No interest and principal payments for the first 6 months following the date of closing.
- Interest only payments, beginning the 7 month after closing.
- 20% of the principal shall be forgiven each year for 5 years

B. Loan B:

- No interest and principal payments for the first 6 months following the date of Closing. Interest only payments from months 7-12 after Closing. Principal and Interest payments for the remainder of the life of the loan, which is 6.0 years. Interest on the loan will be 4.00%. There will be a balloon payment for the final payment.

8. Late Charge. A late charge not to exceed one percent (1%) on each dollar of each payment, which is more than ten (10) days in arrears may be collected provided that no such charge shall exceed the maximum amount which may be charged according to law.
9. Security. As security for the loan, the Borrower will deliver to the City:
 - A. A 1st position on the General Business Security Agreement on the assets purchased with City of West Allis funds for Family Cycle Works LLC.
 - B. An unlimited Personal Guarantee from Christopher D. and Colleen M. Jornlin, married to each other.
10. Loan Processing Fee. A non-refundable fee of One Thousand Dollars and zero cents (\$200.00) to be paid upon acceptance and delivery of this Commitment. (Borrower may elect to include this fee in the terms of the note). The fee is compensation to the City for making the loan and shall be fully and completely earned upon acceptance of this Commitment by the Borrower.
11. Maturity Date. The loans shall mature on:
 - A. Loan A: December 1, 2030
 - B. Loan B: December 1, 2035
12. Closing Date. The loans shall close on or before December 31, 2025.
13. Prepayment Privilege. The loans may be prepaid, in whole or in part, at any time without penalty or restriction.
14. Federal Identification Number. Borrower must provide a federal identification number to the City.
15. Job Creation/Retention. Borrower agrees to the following:

To create three (3) full-time equivalent permanent jobs over the next three (3) years, of which at least fifty-one percent (51%) are to be held by low-to- moderate income persons (at least 3 FTE).
16. General Conditions. All of the terms and conditions contained in the attached "General Conditions" (Exhibit A) for economic development loans and "Federal Requirements" (Attachment B) are incorporated into this Commitment.
17. Acceptance. Except as provided in the General Conditions, this Commitment shall be deemed binding upon the City if the City receives an unqualified acceptance by the Borrower of the terms and provisions contained herein, evidenced by the Borrower properly executing this document below and delivering it to the office of the undersigned on or before December 31, 2025, along with the non-refundable loan processing fee and the written guarantee of the loan

by Christopher D. and Colleen M. Jornlin Principal Members of Family Cycle Works dba Family Cycle Works LLC. If not so accepted, the City shall have no further obligation hereunder.

18. Provided that Borrowers have complied with the terms and conditions of this agreement and provided further that Borrowers have made the required interest payments during the previous twelve (12) months and provided further that Borrowers have operated the bike shop located at 6621 W. National Ave., West Allis, Wisconsin, a portion of InStore Note will be forgiven or in default repaid, as prorated below:

Year 0-1: 100% of eligible loan funds
Year 1-2: 80% of eligible loan funds
Year 2-3: 60% of eligible loan funds
Year 3-4: 40% of eligible loan funds
Year 4-5: 20% of eligible loan funds

CITY OF WEST ALLIS

By: _____
Patrick Schloss, Executive Director
Economic Development

ACCEPTANCE

The foregoing Commitment, as well as the terms and conditions referred to therein, are hereby accepted.

Family Cycle Works LLC

Date: _____

By: _____
Christopher D. Jornlin
Principal Member

Date: _____

By: _____
Colleen M. Jornlin
Principal Member

Christopher D. and Colleen M. Jornlin
Family Cycle Works
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Received Acceptance and Loan Processing Fee:

By: _____
Shaun Mueller, Development Project Manager
Economic Development

Date: _____

Attachments

Economic Development Program/Loan Program
Project Beneficiary Profile



West Allis is able to offer this service/program through a grant from the federal government. One requirement of this grant is that the City keeps track of all the individuals this program assists by family size and income level. To help with this requirement, we ask for your assistance. Please complete the information required below so that we may track the individuals we are assisting through this program. Please be aware the information is completely confidential and will not be released but is for record keeping and required federal reporting purposes only.
 Thank you for your cooperation.

Name: _____ Address: _____
 Phone #: _____

RACE: (You MUST mark one)

- | | |
|--|---|
| ☐ White | ☐ Black/African American |
| ☐ Asian | ☐ American Indian/Alaskan Native |
| ☐ Native Hawaiian/Other Pacific Islander | ☐ American Indian/Alaskan Native and White |
| ☐ Asian & White | ☐ Black/African American and White |
| ☐ American Indian/Alaskan and Black/African | |
| ☐ Other Multi-Racial | |

ETHNICITY: (You MUST mark one) ☐ Hispanic ☐ Non-Hispanic

Family Size and Income Levels (2025): (Please circle one)

Below you will find a chart listing the various income levels. Find your family* size along the top of each column. Then circle the lowest income ** amount which exceeds your family income.

Income Level	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Extremely Low	23,250	26,600	29,900	33,200	35,900	38,550	41,200	43,850
Low	38,750	44,300	49,850	55,350	59,800	64,250	68,650	73,100
Moderate	46,500	53,160	59,820	66,420	71,760	77,100	82,380	87,720
Non-Low/Moderate	62,000	70,850	79,700	88,550	95,650	102,750	109,850	116,900

Female Head of Household – (please circle) Yes or No

* "Family" means all persons residing in the same household.

** "Income" means that of all members of the family over 18 years of age. However, unearned income (such as income from trust funds or investments) must be included regardless of the age of the beneficiary. Income includes wages, pensions, social security benefits, rents, and interest from any asset.

I understand that the information provided in this certification is subject to verification by the City of West Allis and/or HUD.

Signature _____

Economic Development Project/Loan Program

Employee Income Data Form

Employer:

After the new and current employees have completed the "Employee Income Certification Form," please provide the following information for all employees (new, current, retained, terminated) that were hired as a result of the Economic Development Project/Loan Program project.

1. **Name and Address of Employer:**
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
2. **Name and Address of Employee:**
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
3. **Employee Identification Number (or S.S.#):** _____
4. **Job Title:** _____
- 5a. **Date Hired:** _____
- 5b. **Date Terminated, if applicable:** _____
- 5c. **Date Retained:** _____
- 5d. **Date Replacement Hired:** _____
6. **Average Hours Per Week Worked:** _____
____ Full time or ____ Part time
7. **When hired, was the employee LMI (Low and Moderate Income)?**
Yes _____ No _____

Are there employer sponsored healthcare benefits? _____
Were you unemployed prior to employment? _____
8. **Category of work (Please Circle One)**

Office & Manager	Craft Workers (skilled)
Technicians	Operators (Semi skilled)
Sales	Laborers
Office & Clerical	Service Worker

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ATTACHMENT B
CITY OF WEST ALLIS
ECONOMIC DEVELOPMENT
LOANS GENERAL CONDITIONS
(EQUIPMENT)

BORROWER: Family Cycle Works LLC

COMMITMENT: October 22, 2025

LOAN AMOUNT \$100,000 (\$50,000 of CDBG)

In addition to the other terms and conditions set forth in the Commitment, the Loan is subject to the following general requirements, terms and conditions and borrower representations:

1. Closing. Closing is defined as the execution and delivery of the Note and other required Loan Documents by and between the City and the Borrower. Time is of the essence with respect to the closing date. There can be no extensions of the closing date unless applied for in writing and granted in writing at least ten (10) days prior to the original closing date.

2. Job Creation. Within two years of closing, the Project will create or have created at least the number of permanent, full-time jobs for low to moderate income persons indicated in the Commitment Letter. The Borrower will agree that the jobs created will be held by low to moderate income persons and that it will provide training for any of those jobs requiring special skills or education; and, will give to the City, upon demand, such information as the City may deem necessary to document this requirement. A low to moderate income person is defined as a member of a low to moderate income family within the current applicable income limits for the section 8 Rental Assistance Program administered by the City.

3. Need for Assistance. Borrower represents that the Project would not be undertaken unless the public funding on which it is based becomes available, as the Borrower can maximally raise only a portion of the debt and equity funds necessary to complete the Project.
4. Federal Regulations. Throughout the term of the Loan, the Borrower will comply with all applicable federal regulations set forth on Exhibit F.
5. Loan Documentation. Borrower shall execute and deliver to the City and Economic Development Loan Agreement, and all other Loan documents which the City shall deem necessary or require relative to the completion of the Loan. Such documents shall be in form, substance and content satisfactory to the City. All documents and data pertaining to the legal aspects of the transaction are subject to the approval of the City Attorney. Borrower shall provide such other documentation and/or assurances as the City or its Attorney may reasonably require.
6. Other Documentation. Prior to closing, to the extent required by the City, the Borrower shall furnish to the City in form and content acceptable to the City:
 - (a) Current reports of the Wisconsin Department of Financial Institutions evidencing all perfected security interests in the Project equipment and fixtures and copies of all financing statements filed in connection therewith.
 - (b) All appropriate documents evidencing the existence and good standing of the Borrower and any guarantors and resolutions authorizing the Project and the Loan and directing the appropriate officers or partners of the Borrower, as the case may be, to execute and deliver the Loan documents.
 - (c) Evidence from the appropriate governmental authorities and such other evidence, certificates or opinions as the City may require showing or stating that the Borrower's business facilities and operations will comply with all applicable zoning, building, health, environmental, safety and other laws, rules

and regulations.

(d) Such policies or other evidence of coverage acceptable to the City of all insurance required under the Loan Documents.

(e) A certified copy of each license, permit and franchise agreement necessary or required to conduct the Borrower's business operation.

(f) All Loan Documents which the City shall deem necessary or require relative to the completion of the subject Loan, including the Note, security agreements and such financing statements as are required for the perfection thereof.

7. Legal Matters. The Borrower's counsel shall furnish opinions satisfactory to the City that the Borrower is legally existing and is in good standing in all jurisdictions where it transacts business; that the Loan Documents are legal, binding and enforceable in accordance with their terms; that the Loan Documents, and the Borrower's obligations thereunder, do not contravene the terms and conditions of any agreement to which the Borrower is a party or by which the Borrower is bound; and that there are no judicial or administrative actions, suits or proceedings pending or threatened against or affecting the Borrower or the Project. The Borrower shall cause counsel for the guarantors to deliver to the City legal opinions covering the same matter for the Guarantors. Such opinions shall be dated as of closing.

8. Costs. All costs and expenses incidental to the making, administration and enforcement of the Loan, including fees and expenses of the City's counsel, if any, shall be paid by the Borrower, whether or not the Loan closes.

9. Adverse Change. The City shall not be obligated to close the Loan if, as of the closing date, there shall be a material adverse change in the value of the business or financial condition of the Borrower or of any guarantor.

10. Bankruptcy. The City shall not be obligated to close the Loan if prior to closing

the Borrower or any guarantor or any party who has a financial or business interest in or relationship with the Borrower becomes insolvent or the subject of state insolvency proceedings or a receiver, trustee or custodian or other similar official is appointed for, or takes possession of any part of the property of such party or any such party takes any action to become, or is named, the subject of proceedings under the federal bankruptcy code or state receivership statutes.

11. Transfer Restriction. Except as otherwise provided in the Commitment, the Loan documents shall provide that, during the term of the Loan, or any extension thereof, if any, or any part thereof, nor any sale, assignment, pledge, transfer or grant of any interest or right in any shares of stock or partnership interest in the Borrower shall be made without the prior written consent of the City, said consent shall not be unreasonably withheld. The Borrower will continuously maintain its existence and right to do business in the City of West Allis.

12. Other Liens and Fixtures. Except as otherwise provided in the Commitment, the Loan documents shall provide that the Borrower shall not create, nor permit to exist, any liens on, or security interest in, any Project equipment, except the lien of the City,

13. Insurance and Condemnation Proceeds. Except as otherwise provided in the Commitment, the Loan documents shall provide that all insurance and condemnation proceeds shall be applied to the Note, whether or not then due and payable.

14. Environmental Matters. Borrower represents and warrants to the City that to the best of Borrower's knowledge and belief, and after reasonable inquiry, that its business operations and facilities have not violated, do not nor will they violate any environmental laws, regulations, ordinances, orders or similar governmental restrictions; and the facility is not within a government identified area of contamination; and the facility and any site in the vicinity of the same are not nor have been the site of any oil, hazardous waste or other toxic substance or storage.

15. Use of Funds. The Borrower will use the proceeds of the Loan in the manner set forth in the Commitment Letter.
16. Prohibition Against the Borrower's Assignment. The Commitment is not assignable or transferable by the Borrower.
17. Not Joint Venture. The City shall not be deemed to be a partner or joint venturer with the Borrower and Borrower shall indemnify and hold the City harmless from any and all damages resulting from such a construction or alleged construction of the relationship of the parties.
18. Entire Agreement. The Commitment shall supersede all prior written or oral understandings with respect thereto; provided, however, that all written and oral representations of the Borrower, any principal of the Borrower or any guarantor to the City shall be deemed to have been made to induce the City to make the Loan. No modification or waiver of any provision of the Commitment shall be effective unless it is in writing signed by the City.
19. Compliance with Laws. The Borrower shall comply fully with all applicable local, state and federal laws, ordinances, rules and regulations relating to the operation and management of its business, including, without limitation, all such legal matters relating to zoning, subdivision, safety of construction, building codes, land use, environmental protection and conservation. The Borrower shall immediately notify the City in writing of any notice received from any governmental entity indicating that the Borrower is, or may be in violation of such laws, ordinances, rules or regulations.
20. Complete Performance and Waiver. If the Borrower fails to comply fully with the provisions of this Commitment, the City shall be under no obligation to close the Loan. The waiver by the City of any of the conditions contained herein shall be in writing.
21. Duration of Commitment. If timely accepted, the Commitment shall remain in full

force and effect until the closing date as originally scheduled in the Commitment. If the closing does not occur by the closing date or is not extended in accordance with the terms of the Commitment, the City shall have no further obligation under the Commitment.

22. Wisconsin Law. The subject Loan is to be governed by and shall be construed according to the laws of the State of Wisconsin. Any action regarding the subject loan shall be brought and maintained in the federal or state courts in Milwaukee County, Wisconsin.

23. Financial and Other Data. Prior to closing, the Borrower and each guarantor shall furnish to the City:

(a) Organizational Documents. If a corporation, its articles of incorporation, by-laws, certificate of good standing and a list of current officers and directors; if a partnership, its partnership agreement and certificate of limited partnership (if a limited partnership) and a list of current partners; and

(b) Financial Statements. Current statements of financial condition and earnings.

24. Representation. The Borrower represents to the City that all information provided to the City to induce the City to issue the Commitment is true and correct.

City

Borrower

ATTACHMENT C
CITY OF WEST ALLIS
ECONOMIC DEVELOPMENT
LOAN
FEDERAL REQUIREMENTS

BORROWER: Family Cycle Works LLC

COMMITMENT: October 22, 2025

LOAN AMOUNT: \$100,000 (\$50,000 of CDBG)

This Loan is funded with Federal Community Development Block Grant Funds. Borrower will fully comply with the following statutes, laws, rules, regulations and other requirements during the term of the Loan.

I. Non-Discrimination.

A. Title VI of the Civil Rights Act of 1964 (Pub. L. 86-352), and implementing regulations issued at 24 CFR Part 1, which provide that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity for which the person receives federal financial assistance and will immediately take measures necessary to effectuate this assurance.

B. Section 109 of the Housing and Community Development Act of 1969, as amended, and the regulations issued at 24 CFR 570.601, which provide that no person in the United States shall, on the grounds of race, color, national origin or sex, be excluded from participation in, denied the benefits of or subject to discrimination under any program or activity funded in whole or in part with funds provided under 24 CFR PART 570.

C. Section 504 of the Rehabilitation Act of 1973, as amended (Pub. L. 93-112), and implementing regulations when published for effect. Section 504 provides that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any program or activity which received or benefits from federal financial assistance.

D. Title I of the Americans with Disabilities Act of 1990, as amended (Pub. L. 101-336), and implementing regulations. The Act prohibits discrimination against any qualified individual with a disability because of his or her disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

II. Equal Employment Opportunity. (All Loans Exceeding \$10,000). Executive Order 11246, as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

A. The Borrower will not, in carrying out the Project, as defined in the Loan Agreement, discriminate against any employee because of race, color, religion, sex, handicap, national origin, or other protected status. It will take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, sex, handicap, national origin, or other protected status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for

training, including apprenticeship. The Borrower shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by HUD setting forth the provisions of this non-discrimination clause.

B. The Borrower will, in all solicitations or advertisements for employees placed by or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, handicap, national origin, or other protected status.

C. The Borrower will incorporate the foregoing requirements of this section in all of its contracts for Project work, except contracts for standard commercial supplies or raw materials or contracts covered under 24 CFR Part 570 and will require all of its contracts for such work to incorporate such requirements in all subcontracts for work done with funds provided under 24 CFR Part 570.

III. Employment Opportunities For Low Income Residents. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135, requiring that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the Project area and contracts for work in connection with the Project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in the area of the Project.

IV. Age Discrimination Prohibited. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations (when published for effect).

V. Drug-Free Work Place. Borrowers certify that they will provide a drug-free work place and will otherwise comply with the Drug-Free Work Place Act of 1988, as amended, and the regulations promulgated thereunder.

VI. Federal Management and Budget Requirements and Procurement Standards.

A. The regulations, policies, guidelines and requirements of OMB Circular Nos. A-102, Revised, and A-87, as they relate to the acceptance and use of federal funds under 24 CFR Part 570.

B. All requirements imposed by HUD concerning special requirements of law, program requirements and other administrative requirements approved in accordance with OMB No. A-102, Revised.

C. OMB Circular A-110.

VII. Environmental Review. Borrowers will cooperate with the City in carrying out the following:

A. Consent to assume the status of a responsible federal official for environmental review, decision making and action pursuant to the National Environmental Policy Act of 1969, and the other authorities listed in Part 58, insofar as the provisions of such act or other authorities apply to 24 CFR Part 570.

B. Are authorized to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such official.

VIII. Historic Preservation. Borrowers will comply with the requirements for historic preservation, identification and review set forth in section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. 469a, et seq.), regulations of the Advisory Council on Historic Preservation at 36 CFR 801, and any other regulations promulgated pursuant to section 21 of the Housing and Community Development Act of 1974, as amended.

IX. Relocation. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, implementing regulations at 24 CFR Part 42, and the special provisions of section 570.457, concerning the relocation of residential tenants not covered by the Uniform Act.

X. Labor Standards. The labor standards requirements as set forth in section 570.605 and HUD regulations issued to implement such requirements.

XI. Flood Insurance. The flood insurance purchase requirements of section 102(a) or the Flood Disaster Protection Act of 1973 (Pub. L. 93-234).

XII. Facilities. The Borrower will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Project are not listed on the Environmental Protection Agency's (EPA) list of violating facilities, and that it will notify HUD of the receipt of any communication from the Director of the EPA Office of Federal Activities, indicating that a facility to be used in the Project is under consideration for listing by the EPA.

XIII. Davis-Bacon. The Project may be subject, in whole or in part, to Federal Fair Labor Standards provisions in accordance with the Davis-Bacon Act, as amended (40 U.S.C. section 276a-276a-5), and implementing regulations issued at 24 CFR 570.603; and, the Borrower will agree that any such work will be done in accordance with such laws and regulations.

XIV. Fraud. The Borrower has not knowingly and willingly made or used a document or writing containing any false, fictitious or fraudulent statement or entry. It is provided in 18 U.S.C. 1001 that whoever does so within the jurisdiction of any department or agency of the United States shall be fined not more than Ten Thousand Dollars (\$10,000) or imprisoned for not more than five (5) years, or both.

XV. Remedies for Noncompliance. In the event of Borrowers' noncompliance with any of the provisions of these FEDERAL REQUIREMENTS, the City shall impose such sanctions as it may determine to be appropriate, including, but not limited to:

A. Withholding of payments under the Loan Agreement until Borrower complies; and/or

B. Immediate cancellation, termination or suspension of the Loan Agreement, in whole or in part.

C. Other remedies that may be legally available.

City

Borrower

