



AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

**FRIDAY, DECEMBER 6, 2019, 7:30 AM
CITY HALL, ROOM 604**

A. Roll Call.

- I. Members: Matt Schuller - Chair, Chad Van Handel - Vice Chair, Ald. Brian Johnson and James Blumreich

B. Approval of the Agenda.

- I. Approval of the agenda for the December 6, 2019, meeting of the Community Development Block Grant Revolving Loan Committee.

C. Approval of Minutes.

- I. Approval of the minutes from the October 25, 2019, meeting of the Community Development Block Grant Revolving Loan Committee.

D. Regular Business.

- I. Consideration with possible action on the request for Community Development Revolving Loan Funds (CD-RLF) and Economic Development Revolving Loan Funds (ED-RLF) for the purchase of 900 S. Jackson Street, Green Bay, WI for a work-live unit.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

2. Consideration with possible action on the Chapter 7 filing of the Cineviz loan with the outstanding balance of \$33,291.25.

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E. Informational.

1. Revolving Loan Fund Status Report
2. Update regarding Historic West, LLC., dba Tarlton Theatre, LLC., requested by the Loan Committee on October 25, 2019.

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Community Development Block Grant Revolving Loan Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

**FRIDAY, OCTOBER 25, 2019, 7:30 AM
CITY HALL, ROOM 604**

A. ROLL CALL.

I. Members: Matt Schuller - Chair, Chad Van Handel - Vice Chair, Ald. Brian Johnson, and James Blumreich

Members present: James Blumreich, Brian Johnson, Chad VanHandel, Excused: Matt Schueller

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the October 25, 2019, meeting of the Community Development Block Grant Revolving Loan Committee.

Moved by James Blumreich, seconded by Ald. Brian Johnson to approve the agenda. Motion carried.

Yes- James Blumreich, Brian Johnson, Chad VanHandel, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the August 8, 2019, meeting of the Community Development Block Grant Revolving Loan Committee.

Moved by James Blumreich, seconded by Ald. Brian Johnson to approve the minutes. Motion carried.

Yes- None, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Consideration with possible action regarding new terms and ownership changes for the CD-RLF for Voyageur Sourdough LLC. On August 8, 2019, Voyageur Sourdough, LLC., ownership structure was modified naming Mr. Ben Cadman as the sole proprietor and owner of Voyageur Sourdough, LLC. He is asking the loan committee for updated terms and a revised loan amount to be for \$60,000 in CD-RLF funds at 4 percent interest for 10 years with the first 6-months being of interest only payments for the purchase of restaurant equipment with the new ownership structure of Voyageur Sourdough, LLC. The restaurant equipment will be used as collateral for this loan along with a personal guarantee. All supporting business documents have been updated and are attached.

The Committee may convene in closed session pursuant to Sections 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

Moved by Ald. Brian Johnson, seconded by James Blumreich to open the floor for discussion. Motion carried.

Yes- James Blumreich, Brian Johnson, Chad VanHandel, No- None, Abstain- None

Moved by Ald. Brian Johnson, seconded by James Blumreich to close the floor for discussion. Motion carried.

Yes- James Blumreich, Brian Johnson, Chad VanHandel, No- None, Abstain- None

Moved by Ald. Brian Johnson, seconded by James Blumreich to approve the revised loan request for Voyageur Sourdough, LLC, for \$60,000 at 4 percent interest for 10 years with the first 6 months of payments of interest only payments for the creation of 2 full-time employee positions being made available to individuals of low to moderate income. The loan will be guaranteed by a lien placed on the equipment listed and a personal guarantee. Motion carried.

Yes- James Blumreich, Brian Johnson, Chad VanHandel, No- None, Abstain- None

E. INFORMATIONAL.

I. Revolving Loan Fund Status Report

Stephanie Schmutzer presented the Revolving Loan Fund Status report.

F. ADJOURNMENT.

Moved by James Blumreich, seconded by Ald. Brian Johnson to adjourn. Motion carried.
Yes- James Blumreich, Brian Johnson, Chad VanHandel, No- None, Abstain- None



Report to the
Community Development Block Grant Revolving Loan Committee
of the City of Green Bay

MEETING DATE

December 6, 2019

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # D.I.

Consideration with possible action on the request for Community Development Revolving Loan Funds (CD-RLF) and Economic Development Revolving Loan Funds (ED-RLF) for the purchase of 900 S. Jackson Street, Green Bay, WI for a work-live unit.

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BACKGROUND

Subject Property: 900 South Jackson Street

Background: Ace and Rachel Champion both own their own businesses and are looking to purchase 900 South Jackson Street, Green Bay, WI, to house Rachel's professional massage business and Ace's professional chef and catering business on the first floor of this property. They plan to live in one of the upper unit apartments and rent out the other upper living unit to a close family member. The total project is estimated to be \$145,000. Johnson Bank will be the primary lender in this transaction at \$88,000.

Request: The Champions are asking for \$35,000 from the CD- RLF and \$12,000 from the ED-RLF and will be providing a down payment of \$10,000. They will be creating one full-time position and are asking the loan committee to waive the job creation recommendation on the ED-RLF funds. They are also asking for the first nine months to be interest only payments since this is a historic property and will need to do some work to the property. City funds will be used to purchase the property and working capital for start up costs. We will have a mortgage on the property for collateral and will be in subordinate position to Johnson Bank. All loan documents required by this program are attached within this agenda packet.

RECOMMENDATION

Staff is recommending approval of the request with the following terms and conditions:

a) CD-RLF for \$35,000 at 4 percent for 20 years with the first 9 months being interest only payments, Johnson Bank as the primary lender and the creation of one full-time position. b) ED-RLF for \$12,000 at an interest rate of 4 percent for 20 years to match the primary lender, Johnson Bank, with the first 9 month being interest only a payments and to waive the job creation requirement of this loan.

FISCAL IMPACT

ATTACHMENTS

- I. Chef Champion Application

2. Home Appraisal - Jackson
3. Champion taxes 2018
4. Champion P&L 2018
5. Champion Comparables
6. Ace and Rachel Champion InspectionReport 500



Report to the
Community Development Block Grant Revolving Loan Committee
of the City of Green Bay

MEETING DATE

December 6, 2019

PREPARED BY

Lindsay Mather

AGENDA ITEM # D.2.

Consideration with possible action on the Chapter 7 filing of the Cineviz loan with the outstanding balance of \$33,291.25.

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BACKGROUND

The Cineviz bankruptcy case has been closed. The Trustee filed a Report of No Distribution that indicated there were no assets to distribute on behalf of the debtor and certified that Cineviz's estate had been fully administered. No one objected and the Court discharged the Trustee and closed the Chapter 7 case. Mr. Koffarnus also filed bankruptcy personally so the debt is non-collectible.

RECOMMENDATION

Staff is recommending to write-off the Cineviz loan balance of \$33,291.25.

FISCAL IMPACT

ATTACHMENTS

1. Cineviz Amended Filing
2. Cineviz Bankruptcy Closure



Report to the
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MEETING DATE

December 6, 2019

PREPARED BY

Wendy Townsend, Economic
Coordinator

AGENDA ITEM # E.2.

Update regarding Historic West, LLC., dba Tarlton Theatre, LLC., requested by the Loan Committee on October 25, 2019.

BACKGROUND

The Historic West, LLC., dba Tarlton Theatre, LLC., was awarded a CD-RLF loan in the amount of \$87,000 on October 11, 2018. As requested by the Loan Committee, they are coming before the loan committee to give a brief business update.

RECOMMENDATION

Informational only.

FISCAL IMPACT

ATTACHMENTS

- I. Historic West -Tarlton payment record