



AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

WEDNESDAY, MAY 12, 2021, 5:00 PM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Instructions.

- I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

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

C. Approval of the Agenda.

- I. Approval of the Agenda for the May 12, 2021, meeting of the Community Development Block Grant Revolving Loan Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the April 13, 2020, meeting of the Community Development Block Grant Revolving Loan Committee.

E. Regular Business.

- I. Consideration with possible action on the Community Development Revolving Loan Fund application from Buffalo Equity, LLC and American Tent, LLC.

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.

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.

Virtual Meeting Instructions

Economic Development Authority



Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/84306390466?pwd=VmFwM0FTNXhEQjJGOGRTNWtsdWcvQT09>

Meeting ID: 843 0639 0466

Passcode: 978295

One tap mobile

+16468769923,,84306390466# US (New York) 13017158592,,84306390466# US

+(Washington DC)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 843 0639 0466

Find your local number: <https://us02web.zoom.us/j/kp50kRwAA>

Additional Information

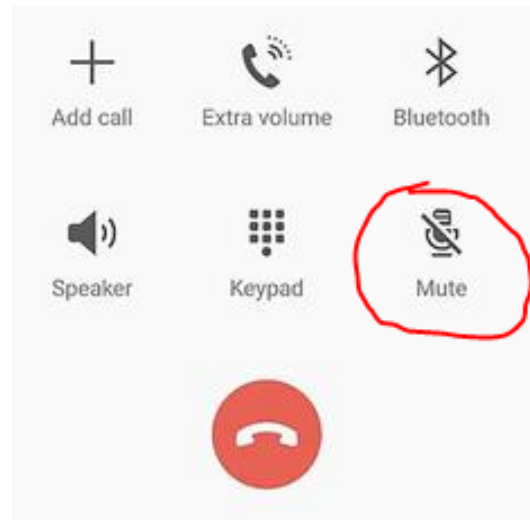
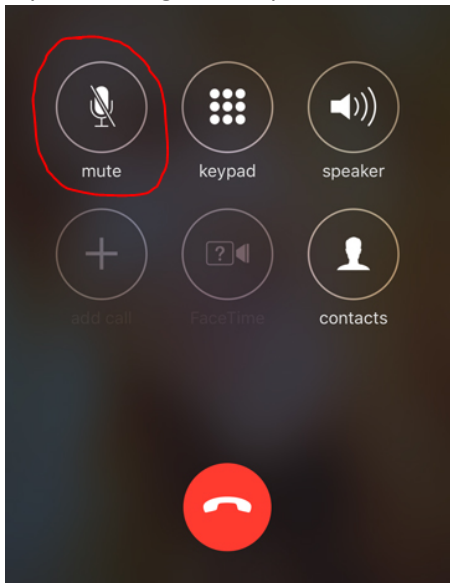
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





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

MEETING DATE

May 12, 2021

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.1

Consideration with possible action on the Community Development Revolving Loan Fund application from Buffalo Equity, LLC and American Tent, LLC.

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.

BACKGROUND

Buffalo Equity, LLC, is the recently created parent company of America Tent, LLC, which manufactures event tents for sale throughout North America. Buffalo Equity, LLC, has signed a 5-year gross lease with GB East Town, LLC and will move into the old East Town Mall located at 2350 E. Mason Street. Internal demolition and subsequent build out will result in 121,286 sq. ft. of manufacturing and office space. Greenleaf Bank has entered into a financial agreement with GB East Town, LLC, to loan funds for the renovation. The funds allocated to Buffalo Equity's space as part of the loan is approximately \$2,000,000 which results in a \$500,000 shortfall of the proposed \$2,500,000 budget.

Buffalo Equity is seeking \$250,000 from the RLF to provide furniture, fixtures and equipment in the office as well as the purchase of material handling equipment, warehouse racking and working capital.

Buffalo Equity will be providing \$50,000 towards this project and is in the process of securing \$1,000,000 in equity investors to further capitalize the business and ensure proper access to working capital.

RECOMMENDATION

Staff is recommending approval of the request for \$250,000 in Community Development Revolving Loan Funds to Buffalo Equity, LLC and American Tent, LLC, at rate of 4 percent interest amortized over 10 years with a first position lien on the collateralized furniture, fixtures and equipment along with a requirement to create eight (8) new full time equivalent positions that will be made available to individuals of low-to-moderate income.

FISCAL IMPACT

ATTACHMENTS

1. RLF Application (Buffalo Equity LLC 2.23.21 Signed)
2. Project Future Tents vFINAL (02.15.21)-compressed-3
3. Balance Sheet 12312020 - draft 01222021
4. Debt Schedule - 12.31.2020

5. American Tent Form 1065 Partnership 2019 taxes
6. Profit Loss by Month 2020 - draft 01222021