



AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

**MONDAY, DECEMBER 20, 2021, 7:30 AM
CITY HALL, ROOM 604**

A. Zoom Meeting Instructions.

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

B. Roll Call.

1. Members: Matt Schuller - Chair, Vice Chair (Vacant), Ald. Brian Johnson, Ace Champion and Kathy Hinkfuss

C. Approval of the Agenda.

1. Approval of the Agenda for the December 20, 2021, meeting of the Community Development Block Grant Revolving Loan Committee.

D. Approval of Minutes.

1. Approval of the minutes from the May 12, 2021, meeting of the Community Development Block Grant Revolving Loan Committee.

E. Regular Business.

1. Election of Vice Chair due to a vacancy.
2. Consideration with possible action on the request to write off the defaulted loan balances from ZoZo World, LLC, dba ZoZo Kitchen and ZZQ LLC. The loan balances are \$16,456.13 for the building loan and \$24,847.41 for the working capital loan.
3. Consideration with possible action on the request to write off the Small Business Pandemic Relief Loan (SB- PRL) given to Royalty Pet Foods, Inc., at 1778 Main Street. This SB-PRL was granted on June 1, 2020, for \$5000. This loan was for 4 years with no interest for the first 12 months and 4 percent for the remainder of the loan. We were contacted by their attorney, Terry Gerbers, that this business has closed and has been dissolved.

4. Consideration with possible action on the request by staff to convert the Small Business Pandemic Relief Loan Program, which began in April 2020, to a Small Business Pandemic Relief Grant Program and restructure the loans to be forgivable since businesses continue to struggle and the pandemic is still making it challenging to operate normally. We have five businesses that participated in this program; Aardvark Wine Lounge, LLC, Astor House B&B, WGM & Associates, Inc., dba The Attic, Integrative Therapeutic Massage and So Seng Custom Tailor. These funds were made available from the CARES funding for small business relief programs.

F. Informational.

1. CD-RLF Loan Status Report.
2. CDBG-RLF Loan Status Report.

G. 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

Community Development Block Grant Revolving Loan Fund Committee



Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/88009697920?pwd=bFZiYnB6M1lwDkRRQkFIMVBNditvQT09>

Meeting ID: 880 0969 7920

Passcode: 141698

One tap mobile

+16468769923,,88009697920# US (New York)

+13017158592,,88009697920# 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)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

Meeting ID: 880 0969 7920

Find your local number: <https://us02web.zoom.us/j/88009697920?pwd=bFZiYnB6M1lwDkRRQkFIMVBNditvQT09>

Additional Information

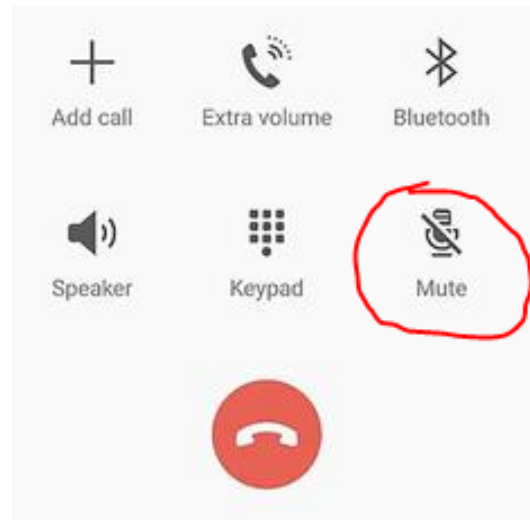
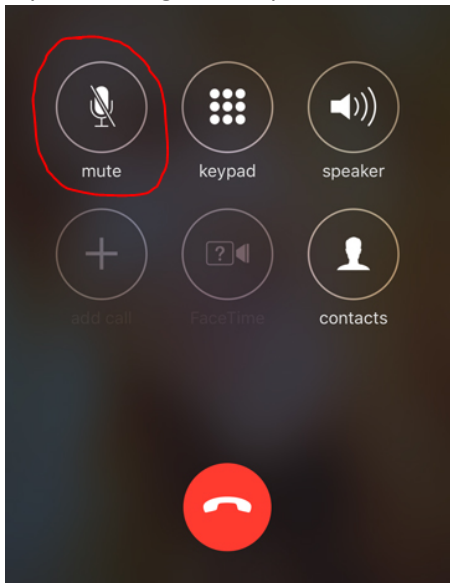
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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

December 20, 2021

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.2

Consideration with possible action on the request to write off the defaulted loan balances from ZoZo World, LLC, dba ZoZo Kitchen and ZZQ, LLC. The loan balances are \$16,456.13 for the building loan and \$24,847.41 for the working capital loan.

BACKGROUND

The loans for ZoZo's World, LLC, were originally drafted on August 31, 2017 and October 10, 2017. This owner has struggled with challenges from the beginning with Webster Avenue access and road construction to Covid. The City has been willing to restructure with interest-only payments from July 1, 2019 to July 1, 2020; but despite efforts made by both parties, they have declared bankruptcy and the building has been sold to the RDA for redevelopment.

RECOMMENDATION

Staff recommends writing off the defaulted balances of \$17,200 and \$24,847.41 for ZoZo World, LLC, dba ZoZo Kitchen & ZZQ, LLC, as unable to be collected.

FISCAL IMPACT**ATTACHMENTS**

None



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

MEETING DATE

December 20, 2021

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.3

Consideration with possible action on the request to write off the Small Business Pandemic Relief Loan (SB-PRL) given to Royalty Pet Foods, Inc., at 1778 Main Street. This SB-PRL was granted on June 1, 2020, for \$5000. This loan was for 4 years with no interest for the first 12 months and 4 percent for the remainder of the loan. We were contacted by their attorney, Terry Gerbers, that this business has closed and has been dissolved.

BACKGROUND

Royalty Pet Foods located at 1778 Main Street was given a \$5000 Small Business Pandemic Relief Loan on June 1, 2020, but has since closed permanently and has been dissolved.

RECOMMENDATION

Staff recommends that the \$5000 Small Business Pandemic Relief Loan with Royalty Pet Foods located at 1778 Main Street, Green Bay WI 54302 be written off as unable to be collected.

FISCAL IMPACT**ATTACHMENTS**

None



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

MEETING DATE

December 20, 2021

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.4

Consideration with possible action on the request by staff to convert the Small Business Pandemic Relief Loan Program, which began in April 2020, to a Small Business Pandemic Relief Grant Program and restructure the loans to be forgivable since businesses continue to struggle and the pandemic is still making it challenging to operate normally. We have five businesses that participated in this program; Aardvark Wine Lounge, LLC, Astor House B&B, WGM & Associates, Inc., dba The Attic, Integrative Therapeutic Message and So Seng Custom Tailor. These funds were made available from the CARES funding for small business relief programs.

BACKGROUND

The Small Business Pandemic Relief Loan Program began in April 2020, to help support small businesses. We are now asking to have these loans restructured to be forgivable grants since small businesses continue to struggle with pandemic challenges, making it difficult to operate normally. We have five businesses that participated in this program. They are: Aardvark Wine Lounge, LLC, Astor House B&B, WGM & Associates, Inc., dba The Attic, Integrative Therapeutic Message and So Seng Custom Tailor. These funds were made available through the CARES Funds for small business relief programs.

RECOMMENDATION

Staff recommends restructuring the Small Business Pandemic Relief Loan Program to be a forgivable grant program.

FISCAL IMPACT

ATTACHMENTS

None

ED-RLF Loan Status for Open Accounts
12/15/2021

		Contract Date	Loan Amount	Principal Balance	Payment Amount	Last Payment	Notes
1	Tasty Treats	10/31/18	\$140,000	\$120,602.22	\$1,061.67	Dec-21	Current
2	Motel 6	11/07/18	\$60,000	\$49,218.53	\$443.81	Dec-21	Current
3	Chef Champion	01/31/20	\$12,000	\$11,414.17	\$74.58	Dec-21	Current

\$212,000.00 \$181,234.92 \$1,580.06

AVAILABLE FUNDS :	\$42,006.79
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CD-RLF Loan Status for Open Accounts
CD-RLF Loan Status for Open Accounts
12/15/2021

		Contract Date	Loan Amount	Principal Balance	Payment Amount	Last Payment	Notes
1	Monkey Tailz	07/08/14	\$69,000	\$0.00	\$1,102.85	Oct-21	Paid off
2	Initiative One	02/24/15	\$105,000	\$40,675.95	\$1,063.07	Dec-21	Current
3	Puro Clean	03/31/16	\$125,000	\$86,304.03	\$924.61	Dec-21	Current
4	Gather on Broadway- eq	06/15/16	\$117,000	\$77,180.23	\$1,465.69	Dec-21	Current
5	U&I Movers Express, LLC	12/21/16	\$147,200	\$108,996.46	\$1,088.82	Dec-21	Current
6	Credit Management Control, Inc	12/29/16	\$81,500	\$61,147.00	\$602.85	Dec-21	Current
7	ZoZo Kitchen - Bld	08/31/17	\$17,200	\$16,456.13	\$54.85	Apr-20	Write-off
8	ZoZo Kitchen - WC	10/10/17	\$35,000	\$24,847.41	\$103.53	Apr-20	Write-off
9	929 Cedar, LLC	09/15/17	\$250,000	\$198,402.81	\$1,849.22	Dec-21	Current
10	Mason Realty LLC	10/02/18	\$250,000	\$187,082.99	\$2,531.13	Dec-21	Current
11	Historic West Theater, LLC	10/11/18	\$87,000	\$84,781.20	\$1,100.00	Dec-21	Restructured
12	Badger Brewing - eq	11/27/18	\$140,000	\$133,257.77	\$877.62	Dec-21	Delinquent
13	Badger Brewing - const.	11/27/18	\$110,000	\$79,390.15	\$2,533.70	Dec-21	Delinquent
14	Motel 6	01/08/19	\$40,000	\$33,823.66	\$295.88	Dec-21	Current
15	Voyageurs Sourdough	01/30/20	\$70,000	\$0.00	\$772.88	Dec-21	Paid off
16	Chef Champion	01/31/20	\$35,000	\$33,491.32	\$116.67	Dec-21	Current
17	White Dog	06/04/20	\$30,000	\$24,125.73	\$303.75	Dec-21	Current
18	American Tent LLC - EQUIP	06/15/21	\$215,000	\$207,650.60	\$2,176.78	Dec-21	Current
19	American Tent LLC -WC	06/16/21	\$35,000	\$33,803.58	\$354.36	Sep-21	Current

\$1,958,900.00 \$1,431,417.02 \$19,318.26

12/15/2021	Program Income	316,269.12
	HUD held funds	113,787.68
		\$ 430,056.80