



AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

WEDNESDAY, MARCH 16, 2022, 7:30 AM
Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. Roll Call.

- I. Members: Matt Schuller - Chair, Vice Chair Ace Champion, Ald. Brian Johnson, Kathy Hinkfuss

C. Approval of the Agenda.

- I. Approval of the Agenda for the March 16, 2022, meeting of the Community Development Block Grant Revolving Loan Committee.

D. Approval of Minutes.

- I. Approval of the minutes from the December 20, 2021, meeting of the Community Development Block Grant Revolving Loan Committee.

E. Regular Business.

- I. Consideration with possible action on the request for \$250,000 in Community Development Block Grant Revolving Loan Funds by PSR Real Estate Holdings, Inc.

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, and Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Authority will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

F. Informational.

I. 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 Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/84816708477?pwd=S2VOMnZRSmlnUWpmejJNUtVTXR0Zz09>

Meeting ID: 848 1670 8477

Passcode: 274661

One tap mobile

+13017158592,,84816708477# US (Washington DC)

+13126266799,,84816708477# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 848 1670 8477

Passcode: 274661

Find your local number: <https://us02web.zoom.us/j/84816708477?pwd=S2VOMnZRSmlnUWpmejJNUtVTXR0Zz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

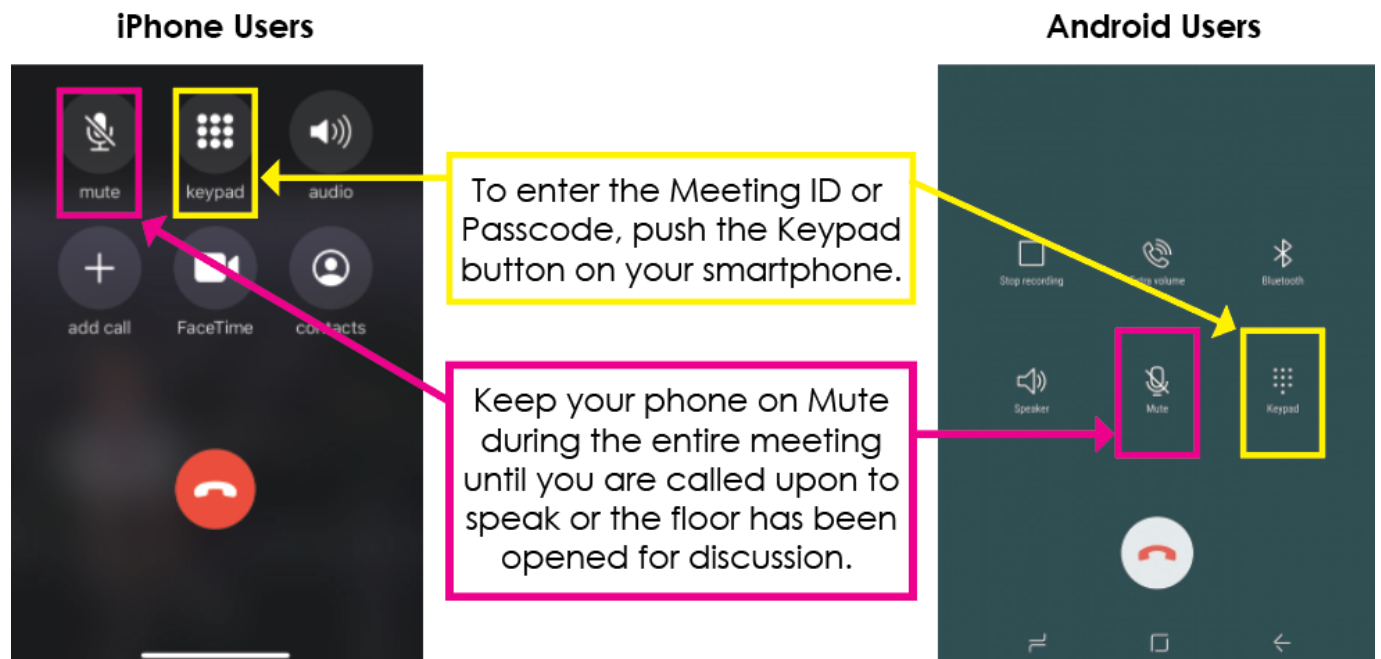
Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a “waiting room.”
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the “raise your hand” tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the “raise your hand” tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to “open the floor for interested parties to speak.” Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users--if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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





MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE

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

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, Vice Chair (Vacant), Ald. Brian Johnson, Ace Champion and Kathy Hinkfuss

Present: Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, Excused:

C. APPROVAL OF THE AGENDA.

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

Moved by Ald. Brian Johnson, seconded by Matt Schueller to approve the agenda. Motion Passed.
Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

D. APPROVAL OF MINUTES.

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

Moved by Ald. Brian Johnson, seconded by Kathy Hinkfuss to approve the minutes. Motion Passed.
Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

E. REGULAR BUSINESS.

1. Election of Vice Chair due to a vacancy.

Ace Champion stated he would like to volunteer to be Vice-Chair.

Moved by Ald. Brian Johnson, seconded by Matt Schueller to nominate and approve Ace Champion as Vice-Chair of the Community Development Block Grant Revolving Loan Committee. Motion Passed.

Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

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.

Moved by Ald. Brian Johnson, seconded by Kathy Hinkfuss to approve the request to write-off the defaulted loan balances of \$16,456.13 for building and \$24,847.41 for working capitol, from ZoZo World, LLC, dba ZoZo Kitchen and ZZ Kitchen and ZZQ, LLC. Motion Passed.

Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

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.

Moved by Ald. Brian Johnson, seconded by Kathy Hinkfuss to approve the request to write-off the Small Business Pandemic Relief Loan (SB- PRL) given to Royalty Pet Foods, Inc., for \$5000; subject to changing the Small Business Pandemic Relief Loans to Small Business Pandemic Relief Grants in Agenda Item E4. Motion Passed.

Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

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.

Moved by Ald. Brian Johnson, seconded by Ace Champion to approve the request to convert the Small Business Pandemic Relief Loan Program 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. There will now be six businesses participating in this program; Aardvark Wine Lounge, LLC, Astor House B&B, WGM & Associates, Inc., dba The Attic, Integrative Therapeutic Message, So Seng Custom Tailor and adding Royalty Pet Foods from Agenda Item E.3. Motion Passed.

Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.

F. INFORMATIONAL.

1. CD-RLF Loan Status Report.

Wendy Townsend presented the CD-RLF and CD-RLF Loan Status Reports at this time.

2. CDBG-RLF Loan Status Report.

G. ADJOURNMENT.

Moved by Matt Schueller, seconded by Kathy Hinkfuss to adjourn. Motion Passed.

Yes- Brian Johnson, Matt Schueller, Ace Champion, Kathy Hinkfuss, No- None, Abstain- None.



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

MEETING DATE

March 16, 2022

PREPARED BY

Wendy Townsend, Economic Coordinator

AGENDA ITEM # E.1

Consideration with possible action on the request for \$250,000 in Community Development Block Grant Revolving Loan Funds by PSR Real Estate Holdings, Inc.

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, and Section 19.85(1) (g), Wis. Stats., for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Authority will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

BACKGROUND

PSR Real Estate Holdings, Inc. is requesting \$250,000 in Community Development Block Grant Revolving Loan Funds to be used towards the purchase of Motel 6 located at 1614 Shawano Avenue, Green Bay, WI 54303. The applicants have provided approval from their primary lender, Co-Vantage Credit Union, and all other required loan documents.

RECOMMENDATION

Staff recommends approval of the Revolving Loan Fund request by PSR Real Estate Holdings, Inc. for \$250,000 that will be used toward the property acquisition of 1614 Shawano Ave. The City agrees to be in a subordinate position behind Covantage Credit Union with the requirement that the business generate a minimum of seven (7) Full-Time-Equivalent positions over the next 18 months.

FISCAL IMPACT

ATTACHMENTS

1. RLF Application Filled 1-3-22
2. Proposal
3. 20220048 Appraisal Motel 6
4. 2022.1.17 CB Report Singh, Amrinder & Pooja
5. 2020 PERSONNEL RETURN AMRINDER SINGH
6. PFS

CD-RLF Loan Status for Open Accounts
CD-RLF Loan Status for Open Accounts
3/14/2022

		Contract Date	Loan Amount	Principal Balance	Payment Amount	Last Payment	Notes
1	Initiative One	02/24/15	\$105,000	\$37,884.21	\$1,063.07	Mar-22	Current
2	Puro Clean	03/31/16	\$125,000	\$85,028.05	\$924.61	Feb-22	Current
3	Gather on Broadway- eq	06/15/16	\$117,000	\$74,759.36	\$1,465.69	Feb-22	Current
4	U&I Movers Express, LLC	12/21/16	\$147,200	\$106,079.92	\$1,088.82	Mar-22	Current
5	Credit Management Control, Inc	12/29/16	\$81,500	\$59,945.93	\$602.85	Mar-22	Current
6	929 Cedar, LLC	09/15/17	\$250,000	\$196,023.10	\$1,849.22	Feb-22	Current
7	Mason Realty LLC	10/02/18	\$250,000	\$181,341.33	\$2,531.13	Mar-22	Current
8	Historic West Theater, LLC	10/11/18	\$87,000	\$81,539.66	\$1,100.00	Mar-22	Current
9	Badger Brewing - eq	11/27/18	\$140,000	\$131,515.37	\$877.62	Jan-22	Delinquent
10	Badger Brewing - const.	11/27/18	\$110,000	\$72,560.23	\$2,533.70	Jan-22	Delinquent
11	Motel 6	01/08/19	\$40,000	\$33,260.02	\$295.88	Feb-22	Current
12	Chef Champion	01/31/20	\$35,000	\$33,157.59	\$116.67	Mar-22	Current
13	White Dog	06/04/20	\$30,000	\$23,180.42	\$303.75	Mar-22	Current
14	American Tent LLC - EQUIP	06/15/21	\$215,000	\$203,181.90	\$2,176.78	Mar-22	Current
15	American Tent LLC -WC	06/16/21	\$35,000	\$33,076.12	\$354.36	Mar-22	Current

\$1,767,700.00 \$1,352,533.21 \$17,284.15

2/28/2022	Program Income	347,826.59
	HUD held funds	113,787.68
	\$	461,614.27

ED-RLF Loan Status for Open Accounts
2/28/2022

		Contract Date	Loan Amount	Principal Balance	Payment Amount	Last Payment	Notes
1	Tasty Treats	10/31/18	\$140,000	\$119,280.69	\$1,061.67	Feb-22	Current
2	Motel 6	11/07/18	\$60,000	\$48,207.35	\$443.81	Mar-22	Current
3	Chef Champion	01/31/20	\$12,000	\$11,283.48	\$74.58	Mar-22	Current

\$212,000.00 \$178,771.52 \$1,580.06

AVAILABLE FUNDS :	\$45,860.13
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