



# **AGENDA OF THE COMMUNITY DEVELOPMENT BLOCK GRANT REVOLVING LOAN COMMITTEE**

**MONDAY, JULY 25, 2022, 7:30 AM**  
**Virtual Meeting. Public may join via Zoom.**

**A. Zoom Meeting Instructions.**

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

**B. Roll Call.**

- I. Members: Matt Schueller - Chair, Ace Champion - Vice Chair, Ald. Bill Morgan, Eli Hicks, Kathy Hinkfuss

**C. Approval of the Agenda.**

- I. Approval of the Agenda for the July 25, 2022, meeting of the Community Development Block Grant Revolving Loan Committee.

**D. Approval of Minutes.**

- I. Approval of the minutes from the July 7, 2022, meeting of the Community Development Block Grant Revolving Loan Committee.

**E. Regular Business.**

- I. Consideration with possible action on request from The Legacy Green Bay, LLC, to revise their loan terms to include an initial period of 12-months interest only on their Economic Development Loan for \$95,000 and their Community Development Revolving Loan for \$150,000.

**F. Adjournment.**

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT [www.greenbaywi.gov](http://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/86178159399?pwd=Z2NLYzVGSWhQbkIVUHNZQnl1L0NMQT09>

**Meeting ID: 861 7815 9399**

**Passcode: 829973**

#### One tap mobile

+13126266799,,86178159399# US (Chicago)

+16468769923,,86178159399# US (New York)

#### Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+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: 861 7815 9399

Find your local number: <https://us02web.zoom.us/j/86178159399>

## 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.

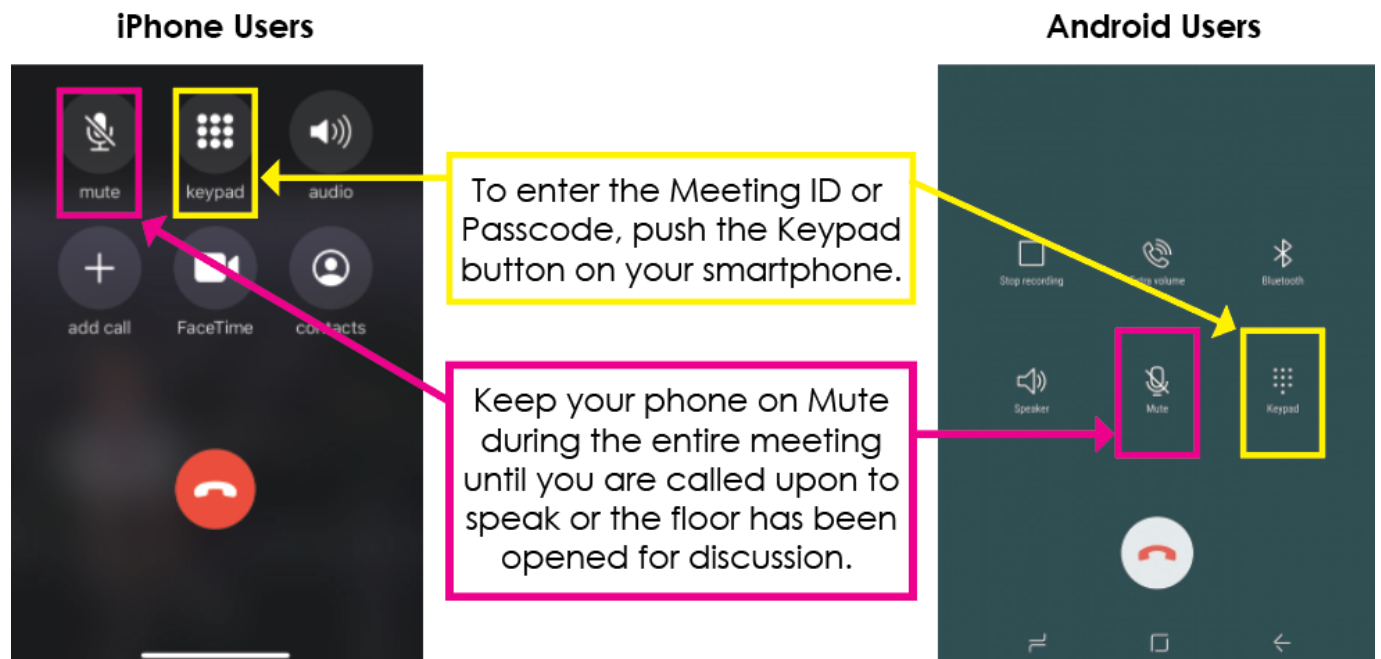
## Additional Information

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 12<sup>th</sup> 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**

**THURSDAY, JULY 7, 2022, 7:30 AM  
Virtual Meeting. Public may join via Zoom.**

## **A. ZOOM MEETING INSTRUCTIONS.**

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

## **B. ROLL CALL.**

I. Members: Matt Schueller - Chair, Ace Champion - Vice Chair, Ald. Bill Morgan, Eli Hicks, Kathy Hinkfuss

Present: William Morgan, Matt Schueller, Ace Champion, Eli Hicks, Excused: Kathy Hinkfuss

## **C. APPROVAL OF THE AGENDA.**

I. Approval of the Agenda for the July 7, 2022, meeting of the Community Development Block Grant Revolving Loan Committee.

Moved by Ald. Bill Morgan, seconded by Eli Hicks to approve the agenda. Motion Passed.

Yes- Ald. Bill Morgan, Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.

## **D. APPROVAL OF MINUTES.**

I. Approval of the minutes from the April 8, 2022, meeting of the Community Development Block Grant Revolving Loan Committee.

Moved by Matt Schueller, seconded by Eli Hicks to approve the minutes. Motion Passed.

Yes- Ald. Bill Morgan, Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.

## **E. REGULAR BUSINESS.**

I. Consideration with possible action on a request from Bay Area Burger Company's owner and

operator, Cole Ductan, requesting \$35,000 in Community Development Revolving Loan Funds for a working capital loan for his new business location at 126 S. Broadway.

*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.*

Moved by Ald. Bill Morgan, seconded by Eli Hicks to open the floor. Motion Passed.

Yes- Ald. Bill Morgan, Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.

Moved by Ald. Bill Morgan, seconded by Eli Hicks to close the floor and return to regular business. Motion Passed.

Yes- Ald. Bill Morgan, Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.

Moved by Matt Schueller, seconded by Ald. Bill Morgan to approve the request for Bay Area Burger Company's new location at 126 S. Broadway, for \$35,000 in Community Development Revolving Loan Funds for a working capital loan with an interest rate of 5 percent amortized over 5 years. Also, Bay Area Burger Company will need to create a full-time position to be offered to an individual with a low-to-moderate income and a personal guarantee. Motion Passed.

Yes- Ald. Bill Morgan, Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.

## **F. INFORMATIONAL.**

I. RLF Loan Status Report.

Stephanie Schmutzer presented the RLF Loan Status Report.

## **G. ADJOURNMENT.**

Moved by Matt Schueller, seconded by Ald. Bill Morgan to adjourn. Motion Passed.

Yes- Matt Schueller, Ace Champion, Eli Hicks, No- None, Abstain- None.