

AGENDA

City Council Workshop

May 26, 2020
Council Chambers

- 5 PM 2021 General Fund Budget Review
- 6 PM Metro-Inet Update
- 6:15 PM Annual Reappointment Interviews: Environmental Management Commission:
- Noah Gerding
- 6:15 PM Annual Reappointment Interviews: Planning Commission:
- Bob Boullianne
 - Lee Stolarski
- 6:35 PM Annual Reappointment Interviews: Parks and Recreation Commission:
- Paul Lockhart
 - Jenny Nyberg
- 6:45 PM Council Discussion
- 6:58 PM Recess for Regular Meeting

WORKSHOP CONTINUES FOLLOWING REGULAR MEETING

- 7:30 PM (estimated) Reconvene Workshop in the Council Chambers
- COVID Business Recovery Plan
 - Liquor License Fees



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Chelsea Petersen, Administrative Services Director Craig W. Dawson, Interim City Administrator
Date:	May 26, 2020
Subject:	2021 Budget and Levy Outlook

Budget Outlook

Department Directors have been hard at work creating their 2021 budgets. The direction has been to include any increased recurring costs (mostly personnel-related), as well as those items that must be done or are strongly recommended to be done 2021. Staff has also been making significant progress on simplification and consistency in the budget structure. As a result, there are some large changes division totals within the individual departments, but the overall budget total for each department remains largely consistent with previous funding levels.

At this time, the proposed budgets would result in an approximate 4% increase to the general fund over the 2020 approved budget. It is important to note that this is early in the year and, thus, and figures are subject to change.

- Revenue: the only modification to revenue over the 2020 approved budget is to the tax levy. Washington County estimates the increase in taxable value in Oakdale to be at 4%, and a goal of maintaining the tax rate would yield approximately \$360,000. All other items are currently projected at current levels. As the year progresses and staff is able to get updated information on things like intergovernmental revenue, building permit revenue projections, and other sources of revenue, the projections will be updated.
- Health Insurance: a 5% increase is currently factored in to health insurance. The City's premiums have been trending downward over the last several years, but that area was severely under budgeted for a number of years and needed to be significantly increased last year to be brought up to the appropriately level. Due to the COVID-19 pandemic, it is very likely that Oakdale will see a rate increase in 2021. Staff is optimistic that this 5% placeholder is fair at this time and will continue to use that figure until additional renewal information is available.
- Wages: two of the City's five union contracts have 3% COLA increases for 2021, so that figure is currently being used for all staff estimates relating to wages.
- Administrative Services Department: there are a few key factors in this significant increase, the largest of which is a full year's salary for the incoming city administrator. Since the position was vacated before this year's levy and final budget were approved, that area was budgeted for only a partial year in addition to the cost for the executive search process and a partial year's salary for the interim city administrator.

Staff has three current levy scenarios:

- Option 1 – a 3% increase to the General Fund levy would still result in a likely decrease to the tax rate. This would be quite difficult to achieve without a reduction in staffing levels and/or service levels to the public.
- Option 2 – a 4% increase to the General Fund levy, which will still be a challenge, and no increase to other levies.
- Option 3 – a 4% increase to the General Fund levy (same as option 2), and also increase the levies for Economic Development, Public Building, and Public Safety. These would result in a 6% overall increase to the levy. This would allow increases for the loan and planning programs outlined previously, the continued practice of building up the Public Building Fund, and a step toward staffing the Fire Department with a full-time department. The Local Option Sales Tax proposal has been put on hold, so the next opportunity for implementation would be in 2023 at the very earliest. Even if Oakdale were to obtain state approval and move forward at that time, there is still a substantial amount of planning to take place before that point, and funds need to be available in order to cover any potential shortfall between the sales tax income and the required debt levy payments.

It is staff's recommendation to continue to work toward Option 3 at this time.

2021 Proposed Budget					
Expenditures	Personnel	Materials and Supplies	Contractual Services	Other	Totals
Legislative	\$ 46,294	\$ 3,200	\$ 37,100	\$ -	\$ 86,594
City Council	\$ 46,294	\$ 2,500	\$ 29,900	\$ -	\$ 78,694
Park Commission	\$ -	\$ 100	\$ 2,200	\$ -	\$ 2,300
Planning Commission	\$ -	\$ 100	\$ 2,750	\$ -	\$ 2,850
Economic Development Commissic	\$ -	\$ 500	\$ 2,250	\$ -	\$ 2,750
Administrative Services	\$ 1,562,966	\$ 59,900	\$ 795,295	\$ 255,675	\$ 2,673,836
Administration	\$ 474,729	\$ 45,900	\$ 99,350	\$ 4,000	\$ 623,979
Central Services	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Elections	\$ -	\$ -	\$ -	\$ -	\$ -
IT	\$ 120,121	\$ 4,400	\$ 368,095	\$ 7,800	\$ 500,416
Legal - Prosecution	\$ 231,705	\$ 600	\$ 2,600	\$ -	\$ 234,905
Legal - Civil	\$ -	\$ -	\$ 97,000	\$ -	\$ 97,000
Finance	\$ 640,800	\$ 9,000	\$ 209,100	\$ 500	\$ 859,400
Utility Billing	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ 95,612	\$ -	\$ -	\$ -	\$ 95,612
Assessor Services	\$ -	\$ -	\$ 4,150	\$ -	\$ 4,150
Risk Management	\$ -	\$ -	\$ -	\$ 243,375	\$ 243,375
Community Development	\$ 520,470	\$ 5,750	\$ 64,209	\$ -	\$ 590,429
Administration	\$ 520,470	\$ 5,750	\$ 64,209	\$ -	\$ 590,429
Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -
Solar Lease	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering and Public Works	\$ 2,310,176	\$ 616,100	\$ 354,565	\$ 121,150	\$ 3,401,991
Engineering	\$ 494,945	\$ 2,800	\$ 33,680	\$ 500	\$ 531,925
Parks	\$ 646,275	\$ 82,950	\$ 76,650	\$ 49,500	\$ 855,375
Forestry	\$ 281,645	\$ 52,750	\$ 31,000	\$ -	\$ 365,395
Streets	\$ 617,783	\$ 249,050	\$ 70,800	\$ 19,950	\$ 957,583
Buildings	\$ 60,104	\$ 36,750	\$ 136,500	\$ 36,000	\$ 269,354
Mechanics	\$ 209,424	\$ 191,800	\$ 5,935	\$ 15,200	\$ 422,359
Police	\$ 5,112,000	\$ 205,125	\$ 423,104	\$ 99,900	\$ 5,840,129
Administration	\$ 5,112,000	\$ 128,625	\$ 281,604	\$ 3,900	\$ 5,526,129
Investigations	\$ -	\$ -	\$ -	\$ -	\$ -
Youth Services	\$ -	\$ -	\$ -	\$ -	\$ -
Patrol	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicles	\$ -	\$ 65,000	\$ -	\$ 71,000	\$ 136,000
Prevention	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall Building Maintenance	\$ -	\$ 11,500	\$ 141,500	\$ 25,000	\$ 178,000
Fire	\$ 398,972	\$ 20,900	\$ 589,250	\$ -	\$ 1,009,122
Building Inspections	\$ 428,313	\$ 1,400	\$ 30,200	\$ -	\$ 459,913
Recreation	\$ 99,641	\$ 10,700	\$ 10,350	\$ -	\$ 120,691
Total Expenditures	\$ 14,182,705				
Total Revenue	\$ 14,009,800				

Projected Difference \$ (172,905)

2020		
Approved Budget	Increase/ (Decrease)	
\$ 86,594	\$ -	0%
\$ 78,694	\$ -	
\$ 2,300	\$ -	
\$ 2,850	\$ -	
\$ 2,750	\$ -	
\$ 2,477,853	\$ 195,983	7%
\$ 457,292	\$ 166,687	
\$ 105,030	\$ (90,030)	
\$ 44,000	\$ (44,000)	
\$ 372,100	\$ 128,316	
\$ 234,905	\$ (0)	
\$ 97,000	\$ -	
\$ 546,534	\$ 312,866	
\$ 288,730	\$ (288,730)	
\$ 95,612	\$ -	
\$ 4,150	\$ -	
\$ 232,500	\$ 10,875	
\$ 624,817	\$ (34,388)	-6%
\$ 555,055	\$ 35,374	
\$ 69,762	\$ (69,762)	
\$ -	\$ -	
\$ 3,256,615	\$ 145,376	4%
\$ 501,844	\$ 30,081	
\$ 792,340	\$ 83,035	
\$ 329,284	\$ 36,111	
\$ 951,350	\$ 6,233	
\$ 268,612	\$ 742	
\$ 413,185	\$ 9,174	
\$ 5,659,719	\$ 180,410	3%
\$ 1,206,994	\$ 4,319,135	
\$ 801,494	\$ (801,494)	
\$ 105,684	\$ (105,684)	
\$ 3,223,647	\$ (3,223,647)	
\$ 136,000	\$ -	
\$ 11,400	\$ (11,400)	
\$ 174,500	\$ 3,500	
\$ 976,857	\$ 32,265	3%
\$ 446,268	\$ 13,645	3%
\$ 117,572	\$ 3,119	3%
\$ 13,646,295	\$ 536,410	4%
\$ 13,649,846	\$ 359,954	

OPTION 1

2020 Final Levy	
GENERAL LEVY 2020	9,000,046
Designated Levies	
CIP	200,000
Park CIP	100,000
Economic Development	25,000
Public Building Fund	440,000
Public Safety / Fire & Ambulance	300,000
Sub-Total	1,065,000
Total General Levy	1,065,000
GO 2009A	61,162
GO 2010A	183,799
GO 2011B	126,441
GO 2012A	150,126
GO 2013 A	148,448
GO 2014 B	157,019
GO 2015A	137,225
GO 2015C	187,549
GO 2016 A	105,179
GO 2017A	174,355
GO 2018A	53,107
GO 2019A	220,142
Sub Total	1,704,552
Equip Certs 2015	182,070
Equip Certs 2016	223,965
Equip Certs 2017	222,915
Equip Certs 2018	229,688
Equip Certs 2019	205,115
	1,063,753
TOTAL DEBT LEVY	2,768,305
Debt Levys Required	2,768,305
General Levy	9,000,046
Designated Levy	1,065,000
Total Levy 2019	12,833,351
Total 2019 Levy	12,245,295
Amount Increase from Prior Year	588,056
% increase in Levy Total	4.58%
Levy Amount	12,833,351
- Less Fiscal Disparity	(1,995,356)
	10,837,995
Amount Spread	10,837,995
Taxable Value	28,811,709
Tax Rate	37.617%

OPTION 1 - 3% GL Increase	
GENERAL LEVY 2020	9,000,046
Increase of 3%	270,001
	9,270,047
CIP	200,000
Park CIP	100,000
Economic Development	25,000
Public Building Fund	440,000
Public Safety / Fire & Ambulance	300,000
Sub-Total	1,065,000
Total General Levy	10,335,047
GO 2010A	183,799
GO 2011B	126,441
GO 2012A	150,126
GO 2013 A	148,448
GO 2014 B	157,019
GO 2015A	137,225
GO 2015C	187,549
GO 2016 A	105,179
GO 2017A	174,355
GO 2018A	53,107
GO 2019A	220,142
GO 2020 A (est)	120,000
Sub Total	1,763,390
Equip Certs 2016	223,965
Equip Certs 2017	222,915
Equip Certs 2018	229,688
Equip Certs 2019	205,115
Equip Certs 2020 (est)	205,115
	1,086,798
TOTAL DEBT LEVY	2,850,188.00
Debt Levys Required	2,850,188
General Levy	9,270,047
Designated Levy	1,065,000
Total Levy	13,185,235
Debt Levys Required	21.62%
General Levy	70.31%
Designated Levy	8.08%
Total Levy	13,185,235
Total 2020 Levy	12,833,351
Amount Increase from Prior Year	351,884
% increase in Levy Total	2.67%
Levy Amount	13,185,235
- Less Fiscal Disparity	(1,995,356)
	11,189,879
Amount Spread	11,189,879
Taxable Value	29,964,177 Assumes 4% Increase
Tax Rate	37.344%
Tax Rate Change	-0.272%

OPTION 2

OPTION 2 - 4% GL Increase		
GENERAL LEVY 2020		9,000,046
Increase of 4%		
	360,002	9,360,048
CIP		200,000
Park CIP		100,000
Economic Development		25,000
Public Building Fund		440,000
Public Safety / Fire & Ambulance		300,000
	Sub-Total	1,065,000
Total General Levy		10,425,048
GO 2010A		183,799
GO 2011B		126,441
GO 2012A		150,126
GO 2013 A		148,448
GO 2014 B		157,019
GO 2015A		137,225
GO 2015C		187,549
GO 2016 A		105,179
GO 2017A		174,355
GO 2018A		53,107
GO 2019A		220,142
GO 2020 A (est)		120,000
Sub Total		1,763,390
Equip Certs 2016		223,965
Equip Certs 2017		222,915
Equip Certs 2018		229,688
Equip Certs 2019		205,115
Equip Certs 2020 (est)		205,115
		1,086,798
TOTAL DEBT LEVY		2,850,188.00
Debt Levys Required	21.47%	2,850,188
General Levy	70.51%	9,360,048
Designated Levy	8.02%	1,065,000
Total Levy		13,275,236
Total 2020 Levy		12,833,351
Amount Increase from Prior Year		441,885
% increase in Levy Total		3.33%
Levy Amount	13,275,236	
- Less Fiscal Disparity	(1,995,356)	
Amount Spread	11,279,880	
Taxable Value	29,964,177	Assumes 4% Increase
Tax Rate	37.645%	
Tax Rate Change	0.028%	

OPTION 3

OPTION 3 - 4% GL Increase, Overall 6% Increase		
GENERAL LEVY 2020		9,000,046
Increase of 4%		
	360,002	9,360,048
CIP		200,000
Park CIP		100,000
Economic Development		55,000
Public Building Fund		500,000
Public Safety / Fire & Ambulance		600,000
	Sub-Total	1,455,000
Total General Levy		10,815,048
GO 2010A		183,799
GO 2011B		126,441
GO 2012A		150,126
GO 2013 A		148,448
GO 2014 B		157,019
GO 2015A		137,225
GO 2015C		187,549
GO 2016 A		105,179
GO 2017A		174,355
GO 2018A		53,107
GO 2019A		220,142
GO 2020 A (est)		120,000
Sub Total		1,763,390
Equip Certs 2016		223,965
Equip Certs 2017		222,915
Equip Certs 2018		229,688
Equip Certs 2019		205,115
Equip Certs 2020 (est)		205,115
		1,086,798
TOTAL DEBT LEVY		2,850,188.00
Debt Levys Required	20.86%	2,850,188
General Levy	68.50%	9,360,048
Designated Levy	10.65%	1,455,000
Total Levy		13,665,236
Total 2020 Levy		12,833,351
Amount Increase from Prior Year		831,885
% increase in Levy Total		6.09%
Levy Amount	13,665,236	
- Less Fiscal Disparity	(1,995,356)	
Amount Spread	11,669,880	
Taxable Value	29,964,177	Assumes 4% Increase
Tax Rate	38.946%	
Tax Rate Change	1.329%	



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Pat Kandia, MIS Specialist Chelsea Petersen, Administrative Services Director
Date:	May 26, 2020
Subject:	Metro-Inet Update

Earlier this year, Council discussed the planned changes to the Metro-Inet IT consortium as it transitions from a City of Roseville department to an independent Joint Powers entity. Under the preliminary plan, the initial membership would be comprised of current Metro I-net customers and votes would be allocated based on the overall budget share of each member. Oakdale would be the third highest vote holder of the 46 member entities in the initial stages. At this time, Roseville plans to continue forward with the formation of the new entity later this year.

Oakdale's current setup with Metro-Inet allows for a dedicated employee allotment of 1.8 FTE, as well as access to all Metro-Inet team members when needed. The current annual contract associated costs are approximately \$260,000, with an initial estimate of at least a 5% increase upon migration to a standalone JPA entity. Budget figures for 2021 have not yet been received, but it is estimated to be around **\$275,000**.

Based on previous Council discussion, staff has been researching alternative IT solutions in the event Oakdale were to not participate in the new joint powers agreement. Staff has engaged LOGIS, Ricoh ITS (formerly MindShift), Marco, and Loffler, and a summary of each is provided below. Each cost estimate includes the need for three additional staff members. Three was selected as a reasonable estimate based on like-sized cities that have service agreements similar to the models that are outlined below. Additionally, if Oakdale were to separate from Metro-Inet, they would lose the 1.8 FTE dedicated staff, as well as the backup support of the entire department. Any new support services would result in a decrease in provided support levels, so there would need to be at least one more internal staff person above the current model (1 internal + 1.8 Roseville) to maintain service levels to Oakdale staff.

LOGIS

Local Government Information Systems (LOGIS) is a member-driven consortium with a 45+ year history of serving a number of municipalities primarily in the southern and western metro area. Their service focuses on project management, networking support, as well as specific application support. This service has been difficult to quote as Oakdale does not currently meet the minimum threshold to participate in the LOGIS business model. A few key points to consider:

- Oakdale would need to purchase additional services or applications as the current level of need is not consistent with the LOGIS business model. Staff was able to have them quote GIS services as the City does need to migrate that application soon anyway; LOGIS quoted a \$35,000 annual fee which would be a significant increase over the City's current annual fee of \$10,000.
- Document management is not available through LOGIS; currently the City utilizes the Laserfiche system available through Metro-Inet for digital archives, so the City would need to migrate or buy an independent license for Laserfiche.
- Estimated annual contract cost is approximately \$200,000, plus three additional staff positions (estimated \$300,000) = **\$500,000** annual costs, plus migration costs (unknown at this time).

Ricoh ITS

Formerly MindShift, Ricoh ITS provides network and server services, as well as basic desktop support. Their business model is the least similar to Metro-Inet of the options outlined here. Some of the key differences are:

- Network support is monitoring only, so City staff would still need to respond to any issues.
- A number of software licenses would need to be purchased.
- Estimated annual contract cost is approximately \$140,000, plus the additional staff positions = **\$440,000** annual costs, plus an estimated \$13,000 migration cost.

Marco

Marco has been utilized by Oakdale in the past when needs exceeded that accommodated by in-house or by Metro-Inet staff. Marco has always provided great service and, as such, were quoted as an additional option for IT support. They could provide helpdesk support, Laserfiche support and licensing, and phone and printer support as part of their base level of service. Of the services quoted, Marco has the closest offerings to the level of support currently provided by Metro-Inet, but City staff would still need to be added.

- They would offer an introductory discounted rate for 5 years of around \$180,000 each year. They indicated a price increase after that point, but not what the amount might be.
- No support for public safety IT needs or many of the applications needed.
- Network support is monitoring only, so staff would still need to respond to any issues.
- Estimated annual contract cost of approximately \$180,000, plus the additional staff positions = **\$480,000** annual costs, plus a \$33,000 migration cost.

Loffler

Loffler is another vendor that the City has utilized for various projects; they can also offer a similar model to Marco or Metro-Inet. Much like the other options, Oakdale would need to purchase several licenses and applications.

- There is no coverage for public safety and Oakdale would need to pay and maintain all licenses and maintenance contracts.
- Estimated annual contract cost of \$265,000, plus additional staff positions = **\$565,000** annual costs, plus \$55,000 migration and software purchases.

Other notes and considerations

- Migration Costs: Migration costs are minimum estimates used for base comparisons and will likely be far higher than the amounts quoted above. Loffler's is likely the closest to actual as they were able to get a thorough understanding of what the City's needs would be.
- Equipment, Licensing, Software: There would be significant equipment costs included in a transition as well as including new product licensing, fiber agreements, hardware and software licensing, and equipment for the storage of all information and software.
- Accommodations: The IT offices at City Hall could potentially accommodate one additional staff person, however, accommodating three more staffers would likely entail significant remodeling. Additionally, much more space would be needed for equipment storage.

Recommendation

Based on the annual cost estimates, increased staff needs, migration costs, and service levels, it is the recommendation of staff to remain with Metro-Inet's new JPA entity.



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Craig Dawson, Interim City Administrator
Date:	May 26, 2020
Subject:	Board and Commission Reappointment Interviews: EMC, PC, PRC

At the May 26 work session, the City Council will interview seated commissioners who are seeking reappointment, per Policy MIS-013 – Board and Commissions Appointment and Reappointment Process. Applications for the respective members are provided under separate cover.

6:15 PM **Environmental Management Commission**

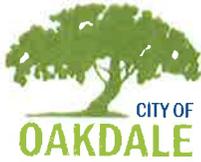
Noah Gerding

6:25 PM **Planning Commission**

Bob Boullianne
Lee Stolarski

6:35 PM **Parks and Recreation Commission**

Paul Lockhart
Jenny Nyberg



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Bob Streetar, Director Community Development
Date:	21 May 2020
Subject:	COVID Business Recovery Plan

This memorandum provides two recommendations to assist business affected by COVID-19, specifically those businesses that have been subject to closure, completely or in part, since 17 March 2020.

The first recommendation are a set of temporary modifications to existing ordinances that would allow the use of parking lots and sidewalks as areas to serve restaurant customers, as well as modifications to temporary signage. (See Attachment A – Restaurant Flexibility in Commercial Districts for more detail)

The second recommendation is a temporary loan program to assist certain businesses in paying for activities related to safely reopening. (See Attachment A - COVID Recovery Business Loan Program (CRBL) policy) In effect, the loan program provides up to a \$2,000 deferred loan to help pay reopening expenses. The business targeted are those that have been subject to closure under the Governor’s Executive Orders since 17 March 2020. These business types generally include bars, restaurants and other places of public accommodation. Estimates suggest there are between 40 and 70 business in Oakdale that would fit that description. The recommend program budget is at least \$100,000; the source of funds is the City’s General Fund – Fund Balance.



COUNCIL MEMORANDUM

To:	Mayor and City Council
From:	Emily Shively, Planner, Bob Streetar, Director, Mai Xiong, License Administration
Date:	May 19, 2020
Subject:	Restaurant Flexibility in Commercial Districts

BACKGROUND

On 20 May 2020, the Governor authorized the reopening of restaurants and bars beginning 1 June 2020, subject to certain key requirements, which include:

- Developing and implementing a COVID-19 Preparation Plan
- Opening for outdoor dining or curbside pickup/delivery only
- Ensuring at least 6 feet of distance with a maximum on-premises capacity of no more than 50 persons
- Limiting table service to 4 persons, or 6 if part of one family unit
- Requiring reservations; not allowing walk-in customers
- Requiring masks or face shields to be worn by workers and strongly recommend masks for all customers
- Establishing a regular disinfection routine and training workers

A challenge for some restaurants, under these requirements, is they may not have an outdoor dining area or if they do, their dining area cannot serve 50 patrons at one time while maintaining the required social distancing. Another challenge is providing areas sufficient for curbside pickup/delivery. In order to ensure the safety of the business' employees and its customers, and improve the ability of the business to reopen successfully, staff offers the following temporary modifications to existing ordinances:

1. Tent Sale/Garden Center License:
 - a. Waive license fee;
 - b. Allow administrative review and issuance of Tent Sale/Garden Center Licenses;
 - c. Allow outdoor dining areas in parking lots and on sidewalks while maintaining public health and safety.
2. Temporary Signs:
 - a. Waive permit fee; sign permit required
 - b. Waive display time limitation
3. Liquor Licensing:
 - a. Submit an updated certificate of liability insurance indicating that liquor liability is extended to the outside of the building premises. The City of Oakdale must be listed as additional insured and as the certificate holder.
4. Term:
 - a. The City Council permits modifications 1 and 2 above from 1 June 2020 through 30 September, unless extended or terminated earlier.

Standard Operating Policy City of Oakdale

Policy Number: EPD-027

Pages: 4

Subject: COVID Recovery Business Loan (CRBL) Program

Date Approved: 26 May 2020

1.0 Purpose

- 1.1 The purpose of this policy is to establish the justification and administrative guidance for the COVID Recovery Business Loan (CRBL) program. Application for assistance shall follow this policy.

2.0 Authority

- 2.1 Minnesota State Statute 469.192 provides the Oakdale Economic Development Authority (OEDA) with the authority to establish the CRBL program.
- 2.2 The OEDA may, at any time, for any reason, amend, or waive any part of this policy.
- 2.3 The OEDA reserves the right to deny financing for any reason if it determines, at its sole discretion, that the loan request is not in keeping with the intent of the policy.

3.0 2040 Comprehensive Plan

- 3.1 The 2040 Comprehensive Plan supports the CRBL program.
 - a) Goal 1: Living wage jobs shall be maintained and increased to provide employment opportunities and a continually improving quality of life for all residents.
 - b) Goal 2: The local economic development environment shall provide business and labor with the supports necessary to be successful and ensure continued employment opportunities for all residents.

4.0 CRBL Program

4.1 Program Goals

- a) The goals of the CRBL program are to protect the health and safety of a business's employees and customers allowing a business to reopen safely, and by doing so (1) create and/or retain jobs, (2) maintain and increase the tax base, and (3) retain existing business.

4.2 Program Term

- a) The CRBL program is temporary and shall run from 27 May 2020 through 30 September 2022.

4.3 Eligible Business

- a) An eligible business is a business subject to closure as identified in the Governor's Executive Orders 20-04 and 20-08. These include:
 - i. Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-house food cafeterias that serve residents, employees, and clients of businesses, childcare facilities, hospitals, and long-term care facilities.
 - ii. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
 - iii. Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
 - iv. Theaters, cinemas, indoor and outdoor performance venues, and museums.
 - v. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas - (tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.)
 - vi. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
 - vii. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs.
- b) The business must have been in business and located in Oakdale before 17 March 2020.
- c) The business must have employed no more than 75 full-time employees (FTE's) on 17 March 2020.
- d) The business must have been registered with the Minnesota Secretary of State on 17 March 2020 and must be registered at the time of application.
- e) The business must not be a household employer (individuals who employ household employees such as nannies or housekeepers), or a consultant.

- f) The business has completed a COVID-19 Preparedness Plan as outlined in the Governor's Executive Order 20-56.
- g) The business must be in compliance with all ordinances, codes and licenses as well as current on any taxes, assessments, fines, fees, and any other monies due the City by the applicant on the subject property, or any other property owned by the applicant in the city.
- h) The business owner must sign the application.

4.4 Loan Terms

- a) Principal Maximum: \$2,000
- b) Interest Rate: 0%
- c) Term: 24 months
- d) Payment: Deferred

4.5 Eligible Expenses

- a) Expenditures must be related to the preparation of a COVID-19 Preparedness Plan as outlined in the Governor's Executive Order 20-56. This includes expenditures for the development and implementation of policies and procedures related to:
 - i. Workers working from home
 - ii. Preventing sick workers from entering the work place
 - iii. Social distancing
 - iv. Worker hygiene and source control
 - v. Cleaning, disinfection, and ventilation protocols
- b) Expense examples include, but are not limited to:
 - i. Building improvements and furnishings
 - ii. Personnel protective equipment
 - iii. Sanitizing supplies
 - iv. Signage
 - v. Employee training
 - vi. Transition to online sales

vii. Printing & Advertising

viii. Supplies needed to restart operations

ix. Other related costs

4.6 Ineligible Expenses

a) Operating expenses such as payroll, unpaid invoices, mortgage principal and interest, rent utility payments, property taxes and other unpaid operating expenses.

4.7 Expenditures Period

a) An eligible expense is any expenditure that occurs during the period of 17 March 2020 through 30 September 2020.

5.0 Application

5.1 Loans will be made based upon available capital.

5.2 Applications will be considered on a first come first served basis.

5.3 Business must provide information verifying their eligibility under Section 4.3 of this policy.

5.4 The business must provide a list and related cost of eligible expenses for which they are seeking the loan as described under section 4.5 of this policy.

5.5 Loan applications will be accepted beginning 27 May 2020 through 30 September 2020.

6.0 Selection Criteria

6.1 Priority given to applications that best meet program goals.

6.2 No more than one loan per business

7.0 Disbursement Process and Repayment

7.1 Loan proceeds will be disbursed after applicant:

a) Provides paid invoices of eligible expenses

b) Executes a repayment agreement

7.2 Repayment Period

a) The loan amount, in whole or part, may be repaid at any time. However, the total amount is due no later than 30 September 2022.



COUNCIL MEMORANDUM

To:	Honorable Mayor and City Council
From:	Mai Xiong, Licensing Clerk Chelsea Petersen, Administrative Services Director
Date:	May 26, 2020
Subject:	Liquor License Refunds

Due to Governor Walz's "Stay-at-Home" order, establishments holding on-sale liquor licenses were unable to operate in a manner that would allow them to serve alcoholic beverages for an extended period of time. Staff is continuing to research the implications of issuing partial refunds and will provide additional information at the work session.

A breakdown of the current liquor licenses held in Oakdale:

License	Licenses Issued	Annual Cost	Monthly Cost	Monthly Impact
On Sale Wine/Beer	6	\$750	\$62.50	\$375
On Sale Liquor	16	\$5,200	\$433.33	\$6,933.33