



AGENDA

Economic Development Commission

February 3, 2021, 5:15 PM
ONLINE VIA ZOOM

The Economic Development Commission meeting will be held via Zoom. Zoom is an online platform that allows persons to “attend” the meeting via video or telephone.

Access Meeting at: <https://zoom.us/j/94543969780?pwd=TWVDUHh6ZGpmQ0hqdEdTZ1BSUjE5UT09> from a PC, Mac, tablet, iPhone, or Android device.

Or by phone by calling 1-312-626-6799 and entering Meeting ID: 945 4396 9780 and Passcode: 183029, when prompted.

Participation guidelines are attached. Please join the meeting early to test your audio and video settings. If you join via a device and your audio is not working, you may need to use the dial-in phone number option.

1. CALL TO ORDER / ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

- a. November 6, 2019

4. OLD BUSINESS

- a. None

5. NEW BUSINESS

- a. Election of Chair and Vice Chair
- b. COVID Recovery Business Resources Overview
- c. Commissioner Updates*

6. STAFF REPORT

- a. Development Updates*
- b. MNDEED Trends Online Publication, December 2020 (online access only)*
<https://mn.gov/deed/newscenter/publications/trends/december-2020/>

7. ADJOURNMENT

*Items marked with an asterisk have no accompanying materials

The next regular Economic Development Commission meeting will be held March 3, 2021 via ZOOM.



Guidelines for Zoom Meeting Public Participation

Members of the public wishing to make a comment via Zoom need to either join the meeting through the app on their computer/tablet/mobile phone and/or dial in to the phone number listed on the associated meeting agenda.

The guidelines provided below outline the process for teleconferencing comments that will be followed during meetings.

1. All virtual meetings will be conducted via Zoom with a dial-in option. If you join the meeting utilizing the Zoom app on your computer/tablet/phone, you will be able to make a public comment if you desire to do so.
2. Corresponding meeting materials are available on the City website at www.ci.oakdale.mn.us.
3. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. If you do not mute yourself, you will be muted by the meeting host. Those who request to make a public comment will be unmuted by the host when they are called on to speak.
4. If you decide you want to make a public comment, please inform the host by commenting in the chat function in the Zoom app or by dialing *9 if joining the meeting by phone. Staff will add you to the public comment queue list.
5. When the public comment period begins, the Commission Chair will call for any spoken public comment. A staff member will call on public participants by either the last four digits of your phone number or your participant name listed in the Zoom app. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number or screen name being called will be skipped and the next person in line will be called on. This method will continue until all public participants have had the opportunity to comment.

Important Notice:

Zoom hosts will have the ability to and will remove participants from the meeting if they behave in a way that disrupts or interferes with the meeting.

**REGULAR MEETING
ECONOMIC DEVELOPMENT COMMISSION
CITY OF OAKDALE
NOVEMBER 6, 2019**

CALL TO ORDER

A regular meeting of the Economic Development Commission of the City of Oakdale was held on Wednesday, November 6, 2019 at the Oakdale City Hall, Oakdale, Minnesota. Chair Whillock called the meeting to order at 5:17 p.m.

CALL OF ROLL

On a call of roll, the following were present:

Chair: Steve Whillock

Commissioners: Robert Stiglich
Stacie Penn
Bill Burns
Jodi Christensen
Gary Livingston
Scott Oechsner
Dave Halper
David Lewis
Frank Orsello
Holly Koep

Absent: Christine Harriman

Also Present: Linnea Graffunder-Bartels, Senior Community Development Specialist
Paul Reinke, Mayor, City of Oakdale

Quorum Present: YES NO

PLEDGE OF ALLIGENCE

APPROVAL OF MINUTES

A MOTION WAS MADE BY COMMISSIONER PENN, SECONDED BY COMMISSIONER LEWIS TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 7, 2019.

Ayes 5 Abstain 4 (Commissioners: Burns, Stiglich, Livingston, Oechsner)
Nays 0 Motion Carried

OLD BUSINESS

None

NEW BUSINESS

a. Retail Trade Analysis Presentation

Ms. Graffunder-Bartels presented a retail trade analysis of economic trends conducted by the University of Minnesota Extension Office for the Oakdale and Washington County trade areas. Analysis provided at meeting. Included in the analysis were:

- Comparisons of a community's or region's retail trade sector to similar size communities.
- Strengths and opportunities in the local retail trade sector.
- Data which indicates continued growth for retail sales in Oakdale.

Comments/Questions:

In response to Commissioner Whillock's question if online sales are included in analysis, Ms. Graffunder-Bartels indicated the report includes non-store retailers such as online sales.

In response to Commissioner Halper's question if the city will use this information to promote to future businesses, and asked if the city provides a website to attract new businesses, Ms. Graffunder-Bartels replied that it can be used for marketing and attraction efforts as well as assist landlords looking for tenants or buyers. There is no specific website but information may be shared with anyone who asks.

b. Commissioner Updates

Commissioner Stiglich mentioned activity has increased for his rental properties and has three possibilities for new construction. He currently has approximately 5% open space. He has replaced sidewalks, curbs and parking lot at his Helmo location.

Commissioner Christensen reported that Commissioner Burns will be honored as the Volunteer of the Year at the annual Prayer Breakfast and that approximately 1800 people attended the OACC Showcase in October. Next year it will be held on Halloween, Saturday, October 31.

Commissioner Halper commented that he has been enjoying the new Taco Bell and complimented the building and staff.

Commissioner Penn mentioned the Dueling Pianos fundraiser for Carol Matheys was a huge success. 120 people attended.

Commissioner Burns commented how easy the new roundabouts are in Oakdale but feels Fleet Farm should have a larger sign.

Commissioner Orsello mentioned that the exit sign going westbound on Highway 36 does not say Hadley Avenue, only exit.

Mayor Reinke reported that Council is asking the OACC to form a task force to gather information from business owners regarding a local are tax. This sales tax would fund two upcoming projects in Oakdale; Police Department expansion/garage and a new site/building for Public Works. One possible site for Public Works is 3M land off Granada Avenue. These are both projects that need to be done and are expected to cost \$14 million each. A half cent local area sales tax to be collected over 20 years is proposed. The process of incorporating a local area sales tax include presenting a plan, develop a budget, decide length of tax, get permission from Legislature and voter approval. The tax would be on the same items that are taxed by the state.

Commissioner Whillock's noted that, currently, the tax is 7.125% in Oakdale and asked if anything like this has been done in the past. Mayor Reinke responded that many surrounding cities have done this but the state now requires cities to demonstrate a regional impact for the tax. Sales tax expected to be on 2020 ballot.

In response to Commissioner Stiglich's question on size of proposed buildings, Mayor Reinke stated he was unsure of square footage but will get information to Ms. Graffunder-Bartels. He noted that there would also be land cost for the Public Works facility.

In response to Commissioner Penn's question if taxes in surrounding cities are comparable to Oakdale's current tax, Mayor Reinke stated he believes they are all the same as us.

Commissioner Stiglich asked if the half cent sales tax the Washington County raised will end. Mayor Reinke stated it should have a sunset clause but it is a half cent tax on gas to fund street improvements and is unsure if tax will end. Currently, approximately 18 metro area cities have a sales tax. For example, Edina has a lodging/tourism tax and Bloomington has a food/wine/lodging tax.

In response to Commissioner Burns asking if anything has been saved in past years for such projects, Mayor Reinke replied \$200,000 has been put aside the last three years in a special fund. Oakdale will also look at grants.

In response to Commissioner Livingstong's question regarding the 3M Settlement money, Mayor Reinke noted the money is there but it's not authorized to be used outside what the DNR and MPCA designates and must be used for water purification.

Commissioner Halper asked if there are other options such as smaller buildings or expand as needed. Mayor Reinke responded that one option is to lease back but if building smaller building, there would still be a large cost involved and would be outgrown sooner.

Commissioner Koep reported the Twin Cities Live Furnace Giveaway has started. Furnaces will be given to three families in need. Taking nominations now. She also

stated the OACC will meet after the Prayer Breakfast and Commissioner Orsello has a Brigadier General as speaker.

Commissioner Whillock mentioned Oak Marsh Gill is open for lunch and dinner, Wednesday-Saturday all winter. They have a new chef and Happy Hour daily from 3-6pm.

STAFF REPORT

a. Development Updates

3M Development. Ms. Graffunder-Bartels reported that Lennar Builders has an executed purchase agreement with Maplewood Development for 364 single family homes. Concept plan expected by end of year with construction starting spring 2020. Lennar, City of Oakdale and Washington County are working together on plans for road improvements on Ideal Avenue.

Helmo Station/BRT. Currently, the Gold Line engineering plan is at 15% completion, moving towards 30% in next year. Once at 30%, the plan is essentially finalized. The plan for bridge connecting Oakdale and Woodbury is finalized and construction will begin end of 2021 or early 2022, opening for service in 2024. Mayor Reinke mentioned an Environmental Assessment document is available for a limited time on the Gold Line website and in libraries.

Tanner's Lake Redevelopment Site. Ms. Graffunder-Bartels reported there is a preliminary development agreement for a 100 unit hotel, restaurant and small coffee shop nearby. Concept plan expected by December 1, 2019.

Bike/Pedestrian Plan. The EDC has approval by Council to update current plan. Currently gathering data. Public engagement phase next year.

Solar Garden. In our first year of participating in the Community Solar Garden generated a net profit of \$42,433.00. If the city had not participated, balance owed would have been \$352,296.00. Mayor Reinke noted that Oakdale has a subscription in the Dakota County Community Solar Garden and that no initial investment was needed.

Resignation. Ms. Graffunder-Bartels stated that Corey Purkat has moved out of Oakdale and resigned from the EDC.

NEXT COMMISSION MEETING

- No December Economic Development Commission meeting.
- Annual Board and Commissioner Appreciation Dinner – Monday, December 9th, 5:30pm
- The next Economic Development Commission meeting is scheduled for February 5, 2020.

Mayor Reinke stated that Oakdale City Administrator, Bart Fischer, resigned. An interim administrator will be hired while search for permanent administrator continues.

Economic Development Commission Minutes
November 6, 2019
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ADJOURNMENT

A MOTION WAS MADE BY COMMISSIONER ORSELLO AND SECONDED BY COMMISSIONER OECHSNER TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING OF NOVEMBER 6, 2019 AT 6:31PM.

Ayes 11 Abstain 0
Nays 0 Motion Carried

Respectfully submitted,
Teresa Buhl, Customer Service Specialist

TO: Economic Development Commission
FROM: Linnea Graffunder-Bartels
DATE: January 25, 2021
SUBJ: Annual Election of Commission Chair and Vice Chair

BACKGROUND

Chapter 8 of the city code states that the Economic Development Commission shall elect from its membership a Chairperson and Vice Chairperson annually at its first meeting of the year. All commission members are eligible to serve in either position in 2021.

ELECTION PROCESS

The following is the process for the election of Chairperson and Vice Chairperson.

1. Nominate candidates for the Chair and Vice Chair position. Nominations do not require a "second", but other members may "second" the nomination to show support.

"Motion to nominate Commissioner _____ for the position of Chairperson."

"Motion to nominate Commissioner _____ for the position of Vice Chairperson."

2. When there are no new nominations to be made, somebody should motion that nominations close. The motion to close requires a "second".

"Motion to close nominations for the position of Chairperson or Vice Chairperson."

3. In the context of a virtual meeting, Commissioners may agree to elect the slate as presented, or may agree to vote by writing in their choice from those nominated using a direct chat message to the meeting host (Staff person) for tabulating.

4. Staff will announce results.

5. Election of Chairperson and Vice Chairperson requires a motion and a second.

"Motion to elect Commissioner _____ for the position of Chairperson of the Economic Development Commission for a period of one (1) calendar year, commencing with the February 3, 2021 meeting".

"Motion to elect Commissioner _____ for the position of Vice Chairperson of the Economic Development Commission for a period commencing with the February 3, 2021 meeting".

TO: Economic Development Commissioners
FROM: Linnea Graffunder-Bartels
DATE: January 28, 2021
SUBJ: COVID Business Recovery Resources

The COVID-19 pandemic continues to have negative impacts on the local, state, and national economy. Local businesses that have been impacted by COVID-19 have resources available to support their continued operation and existence. This memo provides a summary of the resources currently available to businesses, and focuses on two local programs in greater detail.

Summary of Federal, State, and Local Aid Available to Businesses

Financial resources are available at the federal, state, and local levels for businesses impacted by COVID-19. At the federal level, businesses can apply to receive Economic Injury Disaster Loans (EIDL) and Paycheck Protection Program (PPP) Loans from the Small Business Association (SBA). At the state level, businesses can access the Shared Work Program through MNDEED. Specific state grant programs are also available for 1) convention centers with capacity for 1,500 people or more, and 2) movie theaters. Locally, businesses have access to the Washington County Small Business Relief Grant Program and the City of Oakdale COVID Recovery Business Loan Program. COVID relief programs for businesses are listed on the City’s [COVID Recovery Assistance webpage](#), see Attachment A.

Since the pandemic began, numerous public assistance programs have helped Oakdale businesses. A summary of those programs and the financial assistance provided to date is included in the table below.

Public Assistance Programs	Type	Oakdale Businesses Served	Total Loan Amt.
Federal			
Paycheck Protection Program	Forgivable Loan	184	
Under \$150,000		157	\$6,121,674
Over \$150,000 - \$10,000,000		27	\$20,000,000
State			
Small Business Emergency Loan	Low Interest Loan	5	\$160,000
Economic Injury Disaster Loan (EIDL)	Low Interest Loan	74	\$3,962,700
County			
Local Business Relief Grant	Grant	49	\$599,270
City			
COVID Recovery Business Loan	3 Yr. Def. Loan / 0%	6	\$60,000
Liquor License Rebate	Partial Rebate (2020)	22	\$58,466
Used Auto Dealer License Rebate	Partial Rebate (2021)	4	\$500
		<u>318</u>	<u>\$30,962,610</u>

*Zoning Ordinance Amendment - Outdoor Patio Dining

Washington County Small Business Relief Grant Program-Round Three

In August 2020, Washington County launched a grant program for small businesses within the county to help them recover from the ongoing impacts of COVID-19. The County offered two rounds of grant funding in 2020, one in August and one in September. These grants were funded with CARES money. In 2020, the grant program served 49 Oakdale businesses and a total of 499 businesses in the County. The average grant amount requested was \$12,811.

On January 7, 2021 Washington County opened a third round of grants for small businesses impacted by COVID-19. These grants are funded with money received from the State of Minnesota for business support. This application period runs through February 4th. All grants must be awarded and checks mailed by March 15, 2021. The complete program guidelines are Attachment B, and summarized below:

- Eligible businesses must be physically located in Washington County and:
 - have 75 or less full-time equivalent employees
 - generated \$5 million in annual revenue or less during calendar year 2019
 - have been in business before November 1, 2020
 - have been impacted, directed or indirectly, by an executive order related to the COVID-19 pandemic
- Funds must be used for operating expenses incurred during the pandemic and can include:
 - payroll expenses, rent payments, mortgage payments, payments to suppliers, insurance, utility expenses or other critical business expenses (including expenses related to closing and/or reopening).
- First-priority applicants: businesses directly affected by Executive Order 20-99, which closed restaurants, bars, and gyms, etc. to the public on November 19, 2020.
 - Grants up to \$15,000
- Second priority applicants: businesses that were directly or indirectly affected by any executive orders issued to address the COVID-19 pandemic, as well as certain non-profit businesses impacted by the pandemic.
 - Grants up to \$15,000 for for-profit businesses
 - Grants up to \$10,000 for eligible non-profit businesses
 - Eligible nonprofits include
 - Arts organizations, museums, and fitness centers that earn revenue similar to businesses
 - Nonprofits that provide social and community services closely related to those provided by counties
 - Nonprofits that provide direct service to veterans
- Grants for home-based businesses and self-employed entrepreneurs will only be made if funds remain after serving first and second priority applicants.
 - Grants up to \$7,500

City of Oakdale COVID Recovery Business Loan (CBRL) Program

The Oakdale City Council established a temporary loan program to assist certain businesses in paying for activities related to safely reopening and continued operations.

- Loans up to \$10,000, 0% interest with repayment deferred for 36 months.
- Eligible businesses: those that were closed by Executive Order 20-04 and 20-08.
- Eligible expenses include:
 - Expenditures for the development and implementation of the businesses' COVID-19 Preparedness Plan
 - Operating expenses including but not limited to typical business operating expenses such as rent, utilities, insurance, advertising, etc. This would also include state licensing fees.
- Borrower are reimbursed for eligible expenses up to the maximum loan amount.
- Each business can get up to 2 loans of up to \$10,000 each loan.
- Six businesses have used the program so far, and two additional applications are in process.

Program funds remain for at least two more loans, and applications will be considered on a first-come, first-served basis. Information and applications are available on the [City's website](#). The program policy is Attachment C.

ATTACHMENT

- A. COVID Recovery Assistance webpage
- B. Washington County Small Business Grant Program Guidelines
- C. COVID Recovery Business Loan Program Policy

COVID RECOVERY ASSISTANCE

Listed below are several local, state, and other assistance programs to provide financial support and relief to businesses impacted by the COVID-19 pandemic.

COVID Recovery Business Loan Program

The [COVID Recovery Business Loan \(CRBL\) Program](#) provides funds for qualifying businesses to pay for expenses related to the preparation of a COVID-19 Preparedness Plan.

MNDEED Shared Work Program

The [MNDEED Shared Work Program](#) offers an alternative to layoffs for employers facing a temporary downturn in business. Administered by the Minnesota Unemployment Insurance Division, the program allows employers to divide available hours of work among a group of employees instead of implementing a full layoff. These employees may then receive partial unemployment insurance benefits while working reduced hours.

Paycheck Protection Program (PPP)

The [Paycheck Protection Program](#) is a loan designed to provide a direct incentive for small businesses to keep their workers on payroll. First Draw PPP Loans can be used to help fund payroll costs, including benefits, and may also be used to pay for mortgage interest, rent, utilities, worker protection costs related to COVID-19, uninsured property damage costs caused by looting or vandalism during 2020, and certain supplier costs and expenses for operations.

SBA Economic Injury Disaster Loan (EIDL) Program

The [Small Business Administration Economic Injury Disaster Loan \(EIDL\) Program](#) can provide low-interest, long term loans to small businesses and nonprofits experiencing a temporary loss of revenue due to COVID-19. Follow the [step by step instructions](#) to apply.

Washington County Local Business Relief Grants

The [Washington County Local Business Relief Grant Program](#) provides eligible Washington County businesses and nonprofits impacted by COVID-19 related executive orders up to \$15,000 in grant funding for operating expenses. [Applications will be accepted online](#) Thursday, January 7, 2021 through Thursday February 4, 2021 at 4:30 pm for Small Business and Non-Profit Grant Relief funding. The program is subject to certain [eligibility and terms](#).

Xcel Energy Pandemic Recovery Program

The [Xcel Energy Pandemic Recovery Program](#) offers a temporary rate discount for qualifying small- and mid-sized businesses in Minnesota.

Contact Us

Linnea Graffunder-Bartels

Senior Community Development Specialist

[Email Linnea Graffunder-Bartels](#)

Phone: 651-730-2721



Washington County Local Business Relief Grants Program Guidelines

In early January 2021, Washington County received \$5,058,997 in county relief grants for local businesses as approved by the State Legislature on Monday, December 14, 2020. The county received this allocation from the state on a per-capita basis, and is directed by law to use the funds to make grants to individual businesses and non-profits that, to the extent it is feasible for the county to determine, are located in the county; have no current tax liens on record with the Secretary of State, and are impacted by an executive order related to the COVID-19 pandemic.

The Washington County Board has determined that a priority for grant funding shall go to those businesses most directly impacted by Executive Order (EO) No. 20-99. If funding remains available, eligible applicants will include businesses that have been directly or indirectly impacted by any executive orders issued to address the on-going COVID-19 pandemic, and certain non-profit businesses impacted by the pandemic, as defined below.

In order to provide immediate relief to businesses directly impacted by EO 20-99, Washington County will first provide a grant to businesses holding a food, pools or lodging license from Washington County for 2021 who have been impacted by an executive order. The amount of the grant will be equal to the 2021 license fee and shall be paid to the business as soon as practical following adoption of this program by the board of commissioners. Licensed businesses receiving a grant under this portion of the program are also eligible to apply for an additional grant as described below.

Washington County, through the Washington County Community Development Agency, will contract with the Metropolitan Consortium of Community Developers' (MCCD) Open to Business Program, a local non-profit business, to collect and review the applications, and award program grants.

Eligibility

General Requirements

- Businesses/applicant must have a physical location in Washington County.
- Business/applicant must be in good standing with MN Secretary of State Department as of the time of application (no tax liens on record have been filed).
- Business/applicant must have been impacted, directly or indirectly, by an executive order related to the COVID-19 pandemic.
- Business/applicant must have been in operation on or before November 1, 2020.
- Businesses who received Coronavirus Aid, Relief, and Economic Security (CARES) Act assistance, including county small business grants, or state business grants, are eligible for this program, but must apply again to receive funds.
- Convention centers and movie theatres who receive grants direct from the Minnesota Department of Employment and Economic Development (DEED) are not eligible for this grant program.
- Ineligible businesses/applicants include corporate owned chains or businesses that primarily derive income from: gambling, adult entertainment, pawned merchandise, guns, passive investments, real estate transactions, billboards, or lobbying. Locally owned corporate franchise businesses are eligible.

For-profit business grants

- Eligible business/applicant must have 75 or less full-time equivalent employees and generated \$5 million in annual revenue or less during calendar year 2019.
- First priority, will be given to restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7. Eligible applications from the first group will be awarded as they are received. This includes bars and restaurants operated by a non-profit, such as VFW Posts or American Legions, who have been partially or fully closed as a result of EO 20-99.
- Businesses who have been directly or indirectly impacted by executive orders issued in response to the COVID-19 pandemic are eligible. These businesses must certify that they have incurred costs related to the pandemic and have suffered a loss in revenue. Businesses indirectly impacted by executive orders is defined as a business that derives income from sales of goods or services to businesses that were fully or partially closed by an executive order.

Non-profit organizations

- The following non-profit organizations are eligible for grants under this program:
 - Non-profit organizations, such as but not limited to arts organizations, museums, and fitness centers, that earn revenue similar to businesses, including but not limited to ticket sales and memberships fees.
 - Non-profit organizations that provide social and community services, such as mental health services, housing, services for individuals with disabilities, food support, and other human service or safety net services closely related to those provided by counties.
 - Non-profit organizations that provide direct services to veterans.
- Eligible non-profits must be physically located in the county and have 75 or less full-time equivalent employees and generate \$5 million or less in annual revenue.
- If grant requests in total exceed the amount of funding available, total grants provided to non-profit organizations shall not exceed \$750,000.

Home-based businesses and self-employed entrepreneurs

- Home-based businesses or self-employed entrepreneurs that have no employees that have a physical location for their business in Washington County other than their personal residence, are eligible for grants. These businesses must certify that they have incurred costs related to the pandemic and have suffered a loss in revenue, in addition to certifying they have been impacted by an executive order related to the COVID-19 pandemic.
- Grants for home-based businesses will only be made if funds remain after funding for-profit business grant and non-profit grant applications that have been received and are deemed to be eligible.

Award Amount

- All grants must be awarded and checks mailed by March 15, 2021. Once a business meets the eligibility criteria, their grant award amount will be based on the following tiers:
 - Up to \$15,000 for for-profit and non-profit restaurants and bars impacted by EO-99.
 - Up to \$15,000 for other for-profit businesses impacted, either directly or indirectly, by an executive order related to the COVID-19 pandemic.

- Up to \$10,000 for eligible non-profit business impacted by an executive order related to the COVID-19 pandemic as defined under the eligibility requirements.
- Up to \$7,500 for home-based or non-employer small businesses/sole proprietors.
- Applicants must certify that they have general operating costs incurred during the COVID-19 pandemic, that were not reimbursed by other city, county, state or federal funding, that meets or exceeds the amount of the grant requested.

Use of Funds

- Funds must be used for business operating expenses incurred during the COVID-19 pandemic. Those expense may include payroll expenses, rent payments, mortgage payments, payments to suppliers, insurance, utility expenses or other critical business expenses (including expenses related to closing and/or reopening). Washington County funds may NOT be used for the same expenses or activities that were paid with other sources of grant or COVID relief funds.

Applications

- Applications will be accepted starting at 8:00 a.m. on Thursday, January 7, 2021.
- Completed applications from the first priority group of restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7 will be processed and grants awarded as they are received.
- Applications will be accepted through 4:30 p.m. on February 4, 2021. Completed applications received by this date will be reviewed and considered for grants based on the prioritization described above.
- If the application requests received as of the end of the day on February 4, 2021 does not equal or exceed the total grant funds available, the application process will remain open until such time as the application requests exceed the amount of funds available.
- Applicants who have applied on or prior to February 4, 2021 will receive priority over those applications received on or after February 5, 2021.
- If funding remains, and eligible applications are received after February 5, 2021 those applications can be reviewed and processed on a rolling basis to ensure grant dollars are awarded prior to the March 15, 2021 deadline.
- If grant applications received prior to February 5, 2021 exceed the amount of funding available for grants, Washington County reserves the right to pro-rate grant amounts in order to provide assistance to as many applicants as possible.
- If the total applications do not exceed the funding available after the application period closes on March 1, 2021, Washington County reserves the right to increase the grant amounts awarded to the first priority businesses that include restaurants, bars, gyms, and other similar businesses who have been partially or fully closed as a result of EO 20-99, Section 7, up to an additional \$15,000, if a business did not receive a small business assistance grant from the county in 2020.
- No applications will be accepted after March 1, 2021 at 4:30 pm.

Application Process

- All applications will be processed by MCCD through the Submittable web-based application. A link to the application will be posted on the Washington County CDA website.
- All businesses/applicants must complete, sign, and certify the grant application and grant agreement. The business/applicant must provide any and all required or requested information to the program manager in a timely manner and must also self-certify their eligibility.
- MCCD will review and approve/decline based on the eligibility guidelines. MCCD will review all applications but fund only the priority businesses first until February 4, 2021. At that time, funding will open up to the next priorities, including businesses not affected directly by Governor's EO 20-99, non-profits, and home-based businesses.
- All businesses that apply by the February 4th deadline will be notified by February 12th.
- The program administrator and/or the CDA reserve any and all rights to deny any application that is not in compliance with program guidelines or these stated policies. The Washington County Board and Washington County CDA Board reserves the right to revise these guidelines as needed to best address the impact of the COVID-19 pandemic.

Standard Operating Policy
City of Oakdale

Policy Number: EPB-027

Pages: 4

Subject: COVID Recovery Business Loan (CRBL) Program

Date Approved: 2020 (May), 1st Amendment 2020 (August), 2nd Amendment 2020 (October), 3rd Amendment 2021 (January)

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 May 27, 2020 through April 1, 2021.

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 March 17, 2020.
- c) The business must have employed no more than 75 full-time employees (FTE's) on March 17, 2020.
- d) The business must have been registered with the Minnesota Secretary of State on March 17, 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: \$10,000
- b) Interest Rate: 0%
- c) Term: 36 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 or relate to general operating expenses.
- b) Preparation Plan: 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
- c) Preparation Plan 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
- d) Operation Expenses: include, but are not limited to, typical business operating expenses such as rent, utilities, insurance, advertising, etc.

4.6 Ineligible Expenses

- a) Payroll and property taxes.

4.7 Expenditures Period

- a) An eligible expense is any expenditure that occurs during the period of March 17, 2020 through April 1, 2021.

5.0 Application

5.1 Loans are 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 May 27, 2020 through April 1, 2021.

6.0 Selection Criteria

6.1 Priority given to applications that best meet program goals.

6.2 No more than two loans 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 September 30, 2023.

8.0 Authorization

8.1 The City Administrator or Community Development Director is authorized to execute all relevant loan and related documents provided they comply with this policy.