

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: March 20, 2023
Item No.: 7.e

Department Approval



City Manager Approval



Item Description: Consider Agreement with Burro Loco LLC as the Kitchen/Grill Vendor for the Cedarholm Community Building

BACKGROUND

The Cedarholm Community Building has a kitchen/grill area that includes food preparation equipment adequate for a full-service kitchen and beverage operation. This space is intended to provide food and beverage service to the community building users including golfers, users participating in other recreational activities, users who rent the space for private events and neighborhood foot traffic. Dating back to the earliest community conversations about a possible expanded community space at Cedarholm, there was some thought that a third-party vendor could utilize the kitchen and grill space to provide a high level of service to all Cedarholm users.

In September of 2022, the city and BBQ Holdings (the previous third-party vendor who was operating out of Cedarholm) terminated their agreement. At that time, the city decided to issue a request for proposal (RFP) to determine if there were any qualified vendors who were interested in providing food and beverage service in the space. The RFP was issued in late October and one proposal was received (Attachment B).

The proposers are Dannelle and Edison Bautista, two experienced restaurateurs who are currently operating a food truck and restaurant in St. Francis, MN, named Burro Loco. Dannelle has experience in many food service roles including several years as a sous chef at the Hudson Country Club. The Bautistas' proposal includes a reasonably priced menu that was formulated based on Dannelle's experience with golf courses, event spaces and fast/casual dining.

Staff have worked with Dannelle and Edison to seek clarification on what their proposal would entail and their capability to effectively operate at the Cedarholm Community Building. The preliminary terms for a potential agreement have been reached (Attachment D). Some specifics of the proposed agreement include:

- A three-year and eight-month agreement for operation of the Cedarholm kitchen/grill (through December 2026).
- Public kitchen/grill hours during the golf season that would effectively serve our golf community, and provide consistent hours for non-golf users. It should also be noted that although not required in the draft agreement, the proposer has stated their intention to grow the business to year-round service.
- A catering menu that offers flexible catering options for a wide variety of events.

- Proposers would become the preferred caterer at Cedarholm. Renters using the facility may “opt out” of the use of the preferred caterer by paying a non-preferred caterer fee to the city. The proposed fees are:
 - \$150 for groups of 50 or fewer people.
 - \$250 for groups of 50 or more.
 - \$100 for official City of Roseville affiliated groups who opt out, regardless of event size.
- Beer, wine and light bar service during all public kitchen/grill hours, with the ability to expand for larger events that are occurring in the Community Building.
- Compensation to the city of \$750 per month and 4% of all sales.
- Proposer will provide all small wares and utilize compostable “to go” containers.
- The proposer would be responsible for routine maintenance and service calls for all kitchen equipment. However, the city would retain the responsibility to replace equipment if needed.
- The proposers intend to provide a menu and operation that is tailored to the Cedarholm Community Building (Attachment A).
- The proposers will work with city staff to determine a name that is acceptable to both parties.

Ultimately, the proposal has several anticipated benefits for the community including:

- A higher level of food and beverage service than the city can provide.
- Management of the kitchen/grill by individuals who have experience in the provision of food and beverage services and event catering.
- Kitchen/grill service with the capacity to handle larger events and service a wide variety of rental users.
- A “one stop shop” that will allow renters to purchase food and beverage without needing to find a separate food and alcohol vendor.
- Permanent bar service that will allow renters access to beer, wine and a light bar during their event without needing to bring in a third-party vendor.
- Use of a third-party vendor will allow Parks and Recreation staff to continue to focus on the management of the Cedarholm Community Building and Golf Course, and the provision of year-round recreational opportunities for the community.

It should also be noted that by entering into the agreement, the city would need to make several concessions that could be impactful including:

- Some loss of flexibility for renters who use the facility, including affiliated groups. As noted above, renters can opt out of the preferred caterer for a fee. Additionally, there are many other facilities available to renters in the parks and recreation system that do not have any catering restrictions.
- The city would lose direct control of staffing and kitchen operations. However, the agreement will contain performance standards that the vendor will be expected to adhere to.
- In the short term, the proposed agreement could lead to a reduction in facility rentals as small groups who would like to bring in their own food may select other venues. However, given the volume of rentals seen over the past year and the Community Building’s competitive price point, it is anticipated that over time this temporary loss would diminish.

To help assess the viability of the proposal, staff convened a focus group of community members which included six individuals: two Parks and Recreation Commissioners, two community members who were involved with the Cedarholm Clubhouse Replacement Committee, two members of Roseville Golf Leagues and several who have rented the facility and participated in other public events at the facility.

On Tuesday, February 28, staff hosted a meeting between the proposer and the community focus group. The meeting consisted of an overview of the proposal, scripted questions and follow-up or spontaneous questions and conversation. Much of the conversation focused on the preliminary terms of a potential agreement, and the proposers' capability to handle the size and scope of the operation. In addition to the tangibles, during the meeting the proposers emphasized their intention to build the business over time through the provision of a strong product that draws in users who do not currently use the space, ongoing marketing, developing connections to the community, and flexibility to pivot as the habits and needs of the customers are learned.

Following the presentation, each focus group member completed a rubric to score the key elements in the RFP (Attachment C). After submitting the scores as individuals, they gathered as a group to discuss the pros and cons of the proposal. In summary, the focus group was supportive of moving forward with the proposal and excited about the possibilities of the partnership.

If the Council supports moving forward, staff will work with the City Attorney and proposer to finalize the agreement. From there, the vendor will need to begin to hire staff, apply for various licenses, train staff (including mandatory alcohol training), acquire supplies and product, and conduct other start-up machinations.

At this time, it is anticipated that the vendor would be operational by June 1. Until that time, the city will continue to operate the kitchen/grill as was done last fall.

POLICY OBJECTIVE

The proposal is consistent with the city practice of providing the best possible service at the lowest cost to citizens and contracting out services where these goals can be met.

BUDGET IMPLICATIONS

The adopted 2023 Cedarholm Community Building budget anticipates \$15,000 in revenue from the kitchen/grill. With the terms of this agreement, \$9,000 would be received annually at minimum, plus 4% of sales. Although the total amount of sales cannot be known, a very conservative estimate based on our own experience and previous vendor would be \$60,000 per year, which would yield an additional \$2,400 to the city or a total of \$11,400. If the kitchen/grill grows, it is reasonable to anticipate revenue that would exceed this very conservative number.

RACIAL EQUITY IMPACT SUMMARY

The proposer, Burro Loco, is a minority and women owned business.

The proposed vendor has indicated their ability to prepare food for a broad cross-section of cultural groups.

110 It should also be noted that this proposed agreement does not include a preferred caterer “opt out”
111 for cultural dietary considerations without a fee. With our previous vendor, staff found that the
112 cultural opt out was overused by renters and put staff in the difficult position of determining what
113 was a legitimate cultural accommodation or simply someone who did not want to use the mandated
114 catering vendor. Under the currently proposed agreement, such groups could still “opt out” by
115 paying the non-preferred caterer fee.

116 In observation of this possible concern, an individual with a legitimate cultural concern may submit
117 a timely written appeal to the Parks and Recreation Director for consideration of waiving the non-
118 preferred caterer fee for a narrowly tailored cultural need and financial hardship. The Parks and
119 Recreation Director will have the discretion to waive the fee for cultural considerations for up to five
120 events per year, however, it is the intention of staff to use this authority sparingly, if at all.

121 An additional consideration for equity could be price point and access. The proposed agreement
122 seeks to keep the price point as low as is reasonably possible for daily users and facility renters,
123 while fulfilling the vision of a third party vendor.

124 **STAFF RECOMMENDATION**

125 Authorize staff to enter into an agreement with Burro Loco to provide kitchen/grill service at the
126 Cedarholm Community Building, pending final legal review.

127 **REQUESTED COUNCIL ACTION**

128 Consider a motion to authorize staff to enter into an agreement with Burro Loco to provide
129 kitchen/grill service at the Cedarholm Community Building, pending final legal review.

130 Prepared by: Matthew Johnson, Parks and Recreation Director
131 Attachments: A: Planned Initial Menu
132 B: Original Proposal Submitted by Burro Loco
133 C: Community Focus Group Scoring Summary
134 D: Draft Agreement
135 E: Presentation
136

MENU

APPETIZERS

Chicken Wings (10) \$12.99
BBQ, Buffalo or dry-rub served with blue cheese and celery

Walleye Fingers \$13.99
Hand-battered served with lemon and house tartar

Chicken Quesadilla \$11.49
Served with sour cream and fresh salsa

Sampler Platter \$14.99
Cheese Curds, Chicken Tenders, Chicken Quesadilla and Walleye
Served with dipping sauces

Ellsworth Cheese Curds \$9.99
Served with marianara or house-made ranch

Hand-Cut Onion Rings \$8.99
Lightly battered, with seasoned ranch for dipping

Buttermilk Chicken Tenders \$10.99
Choice of honey mustard or ranch

Nachos Supreme \$12.99
Fresh chips and your choice of grilled chicken or steak, topped with
melted cheese,
roasted corn and bean salsa, guacamole and sour cream

HANDHELDS

Served on your choice of bread or croissant with French and Pickle. Sub seasonal fruit , side salad or onion rings for \$2.49

Classic BLT \$10.49

Thick-cut bacon, bibb lettuce, tomatoes and garlic aioli

Chicken Caesar Wrap \$10.99

Romaine, Garlic Caesar, Parmesan,

Clubhouse Sandwich \$12.99

Triple-decker with turkey, ham, bacon, swiss, cheddar, lettuce, tomato, garlic aioli

Pecan Chicken Salad Croissant \$11.99

Celery, red onion, tarragon, grapes and candied pecans

Beer Battered Walleye Sandwich \$13.99

Hand battered served on a grilled Hoagie with lettuce and tomato. Lemon and dill

Tartar on the side

Grilled Chicken Sandwich \$10.99

Marinated Grilled Chicken, Melted Swiss, Lettuce, Tomato, Garlic Aioli

LUNCH COMBO

Your choice of half a Chicken Salad, BLT or Clubhouse sandwich and a Side Salad or Cup of Soup \$12 M-F Only

*Choice of bakery fresh artisan sourdough, whole wheat or caraway rye.
Served toasted unless otherwise specified. Gluten-free bread add \$2*

BURGERS

Half-pound Brisket and Chuck blend grilled to order. Served on a toasted Brioche bun with french fries and pickle. Sub seasonal fruit, side salad or onion rings for \$2.50, add Bacon \$2

Plain Jane \$9.99

Cheeseburger \$10.49

BBQ Bacon Cheeseburger \$12.49
Thick-cut Bacon, Cheddar, Onion Ring, BBQ

Mushroom Swiss \$12.49
Port Wine Mushrooms, Melted Swiss

Bacon Bleu \$13.99
Carmelized onions, Thick-cut Bacon, Bleu Cheese

Blackjack \$13.99
Cajun, Carmelized Onions, Cheddar, Chipotle Aioli

Double Deluxe \$14.49
Two beef patties, American Cheese, Lettuce, Tomato, Onion, Bacon, Special Sauce

LIGHTER SIDE

Attachment A

Salads served with fresh baguette, all dressings made in-house

Roasted Beet and Goat Cheese \$11.99

Arugula, tangy Chevre, Pistachios, Champagne Vinaigrette

Santa Fe Chicken \$12.99

Grilled Chicken, Corn and Bean Salsa, Shredded Cheese, Tortilla Strips. Served with Chipotle Ranch on the side

Turkey Cobb \$13.49

Lettuce, Tomato, Hard Boiled Egg, Cheddar, Avocado, Bacon with choice of dressing

Grilled Chicken Caesar \$11.99

Romaine, Creamy Caesar, Tomato and Parmesan

Cilantro Lime Rice Bowl \$12.49

Chicken or Steak, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Taco Salad \$12.99

Crispy shell filled Ground Beef, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Side Salad \$3.99 Garden or Caesar

Soup of the Day \$3.99 Cup \$5.99 Bowl

KIDS

Served with choice of
Fresh Fruit or Fries \$7.49

Chicken Tenders
Grilled Cheese
Cheeseburger
Soft Shell Tacos (2)
Cheese Quesadilla

DESSERTS

Fresh Baked Pie \$6.99 add ice cream \$.99

Ice Cream Cone or Sundae two scoop \$5.49

Kids Cone \$3.49

Dessert of the Day \$7.49

BEVERAGES

Mulled Cranberry Cider \$3.99

Hot Chocolate \$3.99

Fountain Drink Large \$3.49 Small \$2.49

Lemonade \$3.99

GRAB & GO

SALADS \$7.49

SANDWICH \$8.49

BISTRO BOX \$8.99

YOGURT PARFAIT \$5.49

FRUIT CUP \$4.99

CHIPS \$1.99

HOUSE-MADE PROTEIN BITES \$4.99

GIANT COOKIE \$4.49

Catering

MENU SUNRISE

CINNAMON OR CARAMEL PECAN ROLLS
\$37.99 PER DOZEN

CROISSANTS
\$35.99 PER DOZEN

CHOCOLATE CROISSANTS
\$41.99 PER DOZEN

ASSORTED SCONES OR MUFFINS
\$44.99 PER DOZEN

VARIETY DANISH
\$30.99 PER DOZEN

COFFEE
REGULAR, DECAF, ASSORTED CREAMERS AND
SUGAR
\$3 PER PERSON

JUICE
\$2 PER PERSON
ORANGE, APPLE OR CRANBERRY

PLATTERS

Attachment A

MEAT & CHEESE

TURKEY, HAM, SWISS AND CHEDDAR CHEESE
WITH DOLLAR BUNS, MUSTARD AND MAYO

MEDIUM (SERVES 15-20) \$59.99

LARGE (SERVES 25-30) \$69.99

SNACK ATTACK

BEEF STICKS, HARD SALAMI, SUMMER SAUSAGE,
CHEESE CURDS, ASSORTED CHEESE AND CRACKERS
(SERVES 15-20) \$59.99

TORTILLA PINWHEELS

HERB CREAM CHEESE, TURKEY AND HAM

MEDIUM (SERVES 15-20) \$29.99

LARGE (SERVES 25-30) \$49.99

PARTY SUBS

TURKEY, HAM, CHEESE ON WHITE OR WHEAT
SUB ROLL. LETTUCE, TOMATO, ONION, MAYO AND
MUSTARD ON THE SIDE \$49.99 (SERVES 18)

CHICKEN SALAD CROISSANTS (LARGE)

\$96 PER DOZEN

SEASONAL FRUIT

MEDIUM (SERVES 15-20)

LARGE (SERVES 20-25)

VEGGIES AND DIP

MEDIUM (SERVES 15-20)

LARGE (SERVES 20-25)

ASSORTED COOKIES

\$14.99 PER DOZEN

ASSORTED BARS

\$21.99/DOZEN

FRESH SALADS (SERVE 10-12)

Attachment A

GARDEN SALAD

GREENS TOPPED WITH CHEESE, TOMATOES, RED ONION AND CROUTONS \$22.49

CAESAR SALAD

ROMAINE WITH TOMATOES, PARMESAN AND CROUTONS \$19.99

ADD CHICKEN \$29.99

COMPOSED SALADS (SERVE 15-20)

ITALIAN PASTA SALAD

ROTINI PASTA WITH BROCCOLI, CAULIFLOWER, RED ONION, PARMESAN CHEESE, TOMATOES AND BLACK OLIVES \$37.99

HOMESTYLE POTATO SALAD

MUSTARD, HARD BOILED EGG, ONION AND PAPRIKA \$29.99

CREAMY COLESLAW

\$20.49

SWEET POTATO SALAD

ROASTED SWEET POTATO, RED ONION, CILANTRO IN A CREAMY CUMIN DRESSING
\$25.99

QUINOA SALAD

TRI-COLOR QUINOA, CHICKPEAS, BELL PEPPERS, TOMATOES, CUCUMBER, PARSLEY, LEMON VINAIGRETTE
\$35.99

BUFFET STYLE 25 PERSON MINIMUM

Attachment A

Taco Bar

Ground Beef, Pinto Beans, Tortillas and all the fixings
\$12.95 per person

Fried Chicken Picnic

Fried Chicken, Coleslaw, Biscuits, Mac and Cheese
\$15.95 per person
Sub BBQ Ribs \$18.95 per person

Italian Buffet

Lasagna, Grilled Chicken, Penne or Fettuccine,
Marinara, Alfredo, Breadsticks and Caesar Salad
\$17.95 per person

Ham Dinner

Honey Ham, Scalloped Potatoes, Green Beans, Dinner
Roll
\$15.95 per person



Non Binding Letter of Intent to Lease

December 14th, 2022

Carrie Anderson

Assistant Parks and Recreation Director

2660 Civic Center Drive

Roseville, MN 55113

RE: Cedarholm Community Building and Golf Course Grill/Kitchen Service

2660 Civic Center Drive

Roseville, MN 55113

Dear Carrie,

This is an official letter from Burro Loco, a restaurant located at 23212 St Francis Blvd NW suite 200, St Francis MN 55070, occupied since October of 2021.

We would like to lease the commercial kitchen and dining space at Cedarholm to provide year-round, full-service dining, catering, and bar service to the Roseville Community. Our goal is to provide a variety of fresh locally-sourced menu items prepared in a timely manner that will appeal to both golfers and the general public alike.

Our backgrounds in foodservice management include extensive experience in not only the day-to-day kitchen operations, but also banquets, buffets, special events and catering.

A kitchen manager will be on-site during all hours of operation, and Dannelle, who is well-versed in planning and executing special events, will be available to meet with clients to plan events to meet their needs.

We are confident that we will reach an agreement that is beneficial to both our company and the community as well. Thank you for your interest in our company, and your time in consideration of a partnership.

Sincerely,

Dannelle and Edison Bautista-Robles

About Us

Burro Loco opened March of 2021 as a food truck operated by Dannelle and Edison Bautista. We saw a need for fast-casual, fresh and flavorful Mexican food in the area. Our vision was to offer more than just a typical taco truck. We wanted to provide options for every taste. Burgers, loaded fries, bowls and salads were incorporated in addition to tacos. The truck was successful and well received, prompting us to open a brick and mortar in October of 2021. Within the restaurant space we were able to expand our offerings, and grow our business to offer catering as well as operating food truck events simultaneously.

A.) Scope of Operations

We would offer a fast-casual concept- paninis, salads, home-made soups, sandwiches, burgers, and tacos of course! Other ideas for the front counter service are fresh baked cookies and pastries, ice cream, malts, coffee and creative non-alcoholic beverages.

Staff will be properly trained to welcome all guests with a smile. An inviting and comfortable environment will be provided for all who gather. Accommodating the needs of customers will be a focus for all team members.

For the cold case we would have a grab-and-go concept with salads, sandwiches, wraps, a bistro box including cheese, crackers, fruit and hard boiled egg, yogurt parfaits, hummus and veggies all prepared fresh and ready for purchase.

We envision using the banquet space to host Saturday and Sunday Brunch Buffets 10:00 am-2:00 pm with an omelet station and build-your-own Bloody Mary bar.

Small Group Catering- box lunches, deli sandwich trays, salads, charcuterie, taco bars, deli sandwich and soup buffets, coffee and pastry trays for meetings and the like.

Event Catering- On or off-site availability. Weddings, celebrations and large groups could choose from either a plated, coursed meals or buffet style service. Food Truck catering would also be available.

During summer we envision using the patio space for outdoor grill events. This works well for tournaments or family gatherings. Possibility of an outdoor beer cart to offer golfers.

Beer, Wine and Cocktails available during restaurant hours. Staff will be trained to identify and limit excessive alcohol consumption, maintaining a family friendly experience for guests.

Demonstration Cooking- Chef-led cooking demos/classes for the community, or showcased at events.

Holiday Buffets-Mother's and Father's Day, Easter Brunch, New Year's Eve dinner, Thanksgiving family-style meal.

B.) Proposal

We would propose that a percentage of on-site catering would be in-house, allowing us to maximize the potential of the space. Providing the catering will showcase our food and service, and attract more potential customers. Liquor catering will be discussed.

C.) Hours of Operation- Open for discussion. We would love to offer breakfast that would include breakfast sandwiches, burritos, and breakfast bowls. A more upscale dinner menu would be available during the season, possibly expanding the closing time to accommodate guests. Staffing requirements will partially determine hours of operation.

D.) Resumes

Dannelle Bautista

25251 Xeon St NW Isanti, MN 55040 (612)-987-7263

EDUCATION AND CERTIFICATIONS

Metropolitan State University 2015 Bachelor of Arts –Biology and Psychology

ServSafe Certification Acquired 2009 **MN Food Service Management Certification** Renewed 2022

A.A.A.S Member 2014-2017 **CPR and AED Certified** 2018

EMPLOYMENT EXPERIENCE

Burro Loco Burgers and Tacos, St Francis, MN 2021-present *Owner/Operator*

- Created company, concept, menu and all marketing and events for food truck
- Opened start-up fast casual concept food truck and restaurant
- Day-to-day restaurant operations
- All recruiting, hiring, and training of staff
- Marketing and social media

Autumn Glen Senior Living, Coon Rapids, MN 2019-2021 *Dining Services Director*

- Responsible for all hiring, training and coaching of staff
- Monitored the safety and sanitation of the foodservice operation per state and federal regulations ● Created weekly menus
- Member of Safety Committee
- Organized resident events
- Held monthly departmental meetings
- Managed budget for all department spending

Shepherd of the Valley Lutheran Church, Apple Valley, MN 2013-2019 *Kitchen and Hospitality*

Manager

- Actively participated in the administration and management of hospitality services, including: budgeting, maintaining proper inventory, vendor relations, menu and cost planning, routine cleaning of kitchen, and ensuring safety procedures are followed.
- Recruited, interviewed, hired, trained, and supervised new employees and volunteers, ensuring clarity in roles, responsibilities and safety of the kitchen.
- Collaborate with staff and volunteer leaders in events and programs to ensure excellence in hospitality at all small and large-scale events.

Saint Therese of Woodbury, Woodbury, MN 2016-2017 *Dining Services Director*

- Built dining department in a new construction start-up, managed budget and scheduling, and responsible for overall direction, education, and retention of 50 dining staff.
- Ensured compliancy of four service kitchens and a bistro, serving average 350 meals per day to independent/assisted living, memory care, TCU, and long-term care customers and their families.
- Member of Safety Committee.

Valley View Assisted Living, Northfield, MN 2012-2013 *Dietary Manager*

- Responsible for all daily kitchen operations including meal planning and preparation for 40+ residents with mental health diagnosis.
- Created new menus utilizing fresh ingredients and trained staff in scratch cooking.
- Scheduling, hiring, and training of staff, assuring quality and compliance with food safety standards, and striving to meet all nutritional needs of residents.

Keystone Communities, Eagan, MN 2010-2012*Lead Cook*

- Prepared and served meals for 120+ people in independent/assisted living/memory care communities.
- Assured quality and safety for a high-risk population by adhering to MN food code safe food handling and preparation guidelines. Relieved foodservice manager on weekends.

Royal Cuisine-Hopkins High School, Hopkins, MN 2009-2010 *Catering Cook/Baker/Cashier*

- Prepared food items in a sanitary environment for catering orders, concessions, bakery items.
- Worked all stations as needed.
- Cashiered and provided excellent customer service to students and teachers

Hudson Golf Club, Hudson, WI 2003-2008 *Sous Chef*

- Collaborated with Executive Chef to prepare menus and meals for large banquets and/or events, and restaurant service.
- Executed Sunday brunch each week along with holiday events.
- Menu planning, food cost analysis, food ordering, and supervision of kitchen staff.

Christian Community Home, Hudson, WI 1997-2002 *Dietary Manager*

- Hired at entry level as a dishwasher. Promoted to manager in 1999.
- Scheduling, training, and hiring of dietary staff; working knowledge of foodservice operations.
- Assured compliance with MN Dept of Health Food Safety Standards.

Edison Bautista

25251 Xeon St NW Isanti, MN 55040 (612) 481-3439

EMPLOYMENT EXPERIENCE

Bautista Towing, Isanti MN 2017- Current *Owner/Operator*

- Professional vehicle transportation operating two flatbed trucks
- Maintains relationships with contracted customers providing excellent customer service
- Follows safety standards and maintains all licensure

Burro Loco, St Francis MN 2021- Current *Owner/Operator*

- Opened start-up fast casual restaurant
- Oversee daily foodservice operation. Duties include menu planning and execution, inventory, budgeting, recruitment and hiring staff.
- Supervises staff to assure safe and proper food handling
- Maintains kitchen equipment including food truck operation

Lema Towing, Minneapolis MN 2015-2017 *Driver*

- Transported wrecked vehicles

Lancer Hospitality, Eagan MN 2007-2015 *Cook*

- Prepared, cooked, and delivered food items at different client locations including MN Zoo, Como Zoo, Science Museum, and Dakota County Technical College
- Executed large scale events
- Followed stringent food safety guidelines
- Provided excellent customer service
- Followed standardized recipes
- Collaborated with management to plan menus and events

E.) Tentative Menu

Sample MENU

APPETIZERS

Chicken Wings \$10.99
BBQ, Buffalo or dry-rub served with blue cheese and celery

Walleye Fingers \$12.99
Hand-battered served with lemon and house tartar

Chicken Quesadilla \$11.49
Served with sour cream and fresh salsa

Sampler Platter \$14.99
Cheese Curds, Chicken Tenders, Chicken Quesadilla and Walleye
Served with dipping sauces

Ellsworth Cheese Curds \$9.99
Served with marinara or house-made ranch

Hand-Cut Onion Rings \$8.99
Lightly battered, with seasoned onion for dipping

Chimichurri Steak Bites \$11.99
Garlic peppercorn rub, chimichurri dipping sauce

Buttermilk Chicken Tenders \$10.99
Choice of honey mustard or ranch

Nachos Supreme \$12.99
Fresh chips and your choice of grilled chicken or steak, topped with melted cheese,
roasted corn and bean salsa, guacamole and sour cream

Ceviche \$13.99
Marinated Shrimp, tomato, bell peppers, cilantro, red onion. Served with fresh chips

SEE UPDATED
MENU IN
ATTACHMENT A.

HANDHELDS

Served on your choice of bread or croissant with French fries and house-made pickles. Sub seasonal fruit, side salad or onion rings for \$1.50

Classic BLT \$10.50

Thick-cut bacon, bibb lettuce, tomatoes and garlic aioli

Clubhouse Sandwich \$13.99

Triple-decker with turkey, ham, bacon, swiss, cheddar, lettuce, tomato, garlic aioli

Pecan Chicken Salad Croissant \$11.99

Celery, red onion, tarragon, grapes and candied pecans

Cubano Panini \$11.49

Ham, swiss, dijonnaise, pickles

Beer Battered Walleye Sandwich \$13.99

Hand battered served on a grilled Hoagie with lettuce and tomato. Lemon and oil

Tartar on the side

Hot Italian Panini \$12.49

Ham, Salami, Provolone, Pepperoncini and Italian pickles

Grilled Chicken Sandwich \$11.99

Marinated Grilled Chicken, Melted Swiss, Lettuce, Tomato, Garlic Aioli

Patty Melt \$11.99

Sauteed Onion, Melted Cheese and Tomato on Fire

Street Tacos \$10.99 three per order

Chicken or Steak on White Corn Tortillas, Onion, Cilantro and Cotija Cheese

Served with limes and salsa

Tacos Supreme \$12.99 two per order

Flour tortilla filled with chicken or steak, cheese, lettuce, sour cream, guacamole and pico de Gallo

*Choice of bakery fresh artisan sourdough, whole wheat or caraway rye.
Served toasted unless otherwise specified. Gluten-free bread add \$2*

LUNCH COMBO

Your choice of half a Chicken Salad, BLT or Clubhouse sandwich and a Side Salad or Cup of Soup \$12 M-F Only

SEE UPDATED
MENU IN
ATTACHMENT A.

LIGHTER SIDE

Salads served with fresh baguette, all dressings made in-house

Roasted Beet and Goat Cheese \$11.99

Arugula, tangy Chevre, Pistachios, Champagne Vinaigrette

Santa Fe Chicken \$12.99

Grilled Chicken, Corn and Bean Salsa, Shredded Cheese, Tortilla Strips. Served with Chipotle Ranch on the side

Turkey Cobb \$13.49

Lettuce, Tomato, Hard Boiled Egg, Cheddar, Avocado, Bacon

Grilled Chicken Caesar \$11.99

Romaine, Creamy Caesar, Tomato and Parmesan

Cilantro Lime Rice Bowl \$12.49

Chicken or Steak, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Taco Salad \$12.99

Crispy shell filled Ground Beef, Lettuce, Cheese, Corn and Bean Salsa, Guacamole and Chipotle Sour Cream

Fajita Salad \$

Blackened Chicken, Sauteed Peppers and Onions, Cotija Cheese, Black Beans, Guacamole and Mexican Ranch

Side Salad \$3.99 Garden or Caesar

Soup of the Day \$3.99 Cup \$5.99 Bowl

SEE UPDATED
MENU IN
ATTACHMENT A.

BURGERS

Hand-pattied half-pound Angus beef grilled to order. Served on a toasted egg bun with French fries and house-made pickles. Sub seasonal fruit, side salad or onion rings for \$1.50, add Bacon \$2

Plain Jane \$9.99

Cheeseburger \$10.49

BBQ Bacon Cheeseburger \$12.49
Thick-cut Bacon, Cheddar, Onion Straws, BBQ

Mushroom Swiss \$12.49
Port wine mushrooms, Melted Swiss

Bacon Bleu \$13.99
Carmelized onions, Thick-cut Bacon, Bleu Cheese

Blackjack \$13.99
Cajun, Carmelized Onions, Cheddar, Chipotle Aioli

Deluxe \$14.49
Two beef patties, American Cheese, Lettuce, Tomato, Onion, Bacon, Special Sauce

SEE UPDATED
MENU IN
ATTACHMENT A.

FLATBREAD PIZZA

Mushroom, Carmelized Onion,
Mozzarella and Arugula \$11.49

Margherita- Roasted Tomato,
Fresh Mozzarella, Basil and Balsamic \$11.99

BBQ Chicken- Mozzarella, Red Onion, Bacon, BBQ \$12.49

SEE UPDATED

DESSERTS

Fresh Baked Pie \$6.89

Ice Cream Cone or Sundae \$5.49

Old Fashioned Mart \$6.49

Chocolate Beyond Reason \$7.19

MENU IN

ATTACHMENT A.

BEVERAGES

Mulled Cranberry Cider \$4

Lime Fizz \$3.49

Blueberry Lemon Iced Tea \$4

Arnold Palmer \$3.49

KIDS

Served with choice of
Fresh Fruit or Fries \$7.49

Chicken Tenders
Grilled Cheese
Cheeseburger
Soft Shell Tacos (2)
Cheese Quesadilla

F.) Compensation Statement

The average profit margin for restaurants in the US currently is around 1%, pre-covid it was 5%. Average occupancy costs for restaurants is 8%. We feel a 10% revenue agreement would be sustainable, as 8% covers occupancy, and 2% organization income. We are open for discussion regarding compensation. We are conservative in our forecast being that the current inflation of supplies and labor directly impacts the restaurant industry. A mutually beneficial agreement is desired to directly impact the Roseville community in a positive manner.

Testimonials

"I ordered a bowl with chicken and green rice and also the churros with caramel sauce. My family got wet burritos. Everything we ordered was delicious. Service was quick, staff is friendly."

"Absolutely obsessed with the taco truck on Tuesdays at Grace Lutheran! I look forward to it when I see it now! The tacos are super duper yummy and the loaded fries are to die for! Just take all my money lol. Tristan by the way is the best! Even remembered my order haha. Great customer service!"

"Was so happy to see they have a store front. The burrito bowls and corn are delicious. I prefer the cilantro lime rice. Not too much cilantro."

"Stopped in for lunch, had the chicken street tacos. They were delicious and only \$9 for three! I'll be back next time I'm in the area can't wait to try what else they have on the menu."

"We loved the food truck, but the stand alone restaurant is amazing! Friendly staff, welcoming decor and of course the most delicious food!"

"Best food in St Francis, probably best in northern Anoka county."

"This is the 2nd year Physical Therapy Consultants has had Burro Loco's food truck for our company picnic, food was fantastic and they are great to work with!!"

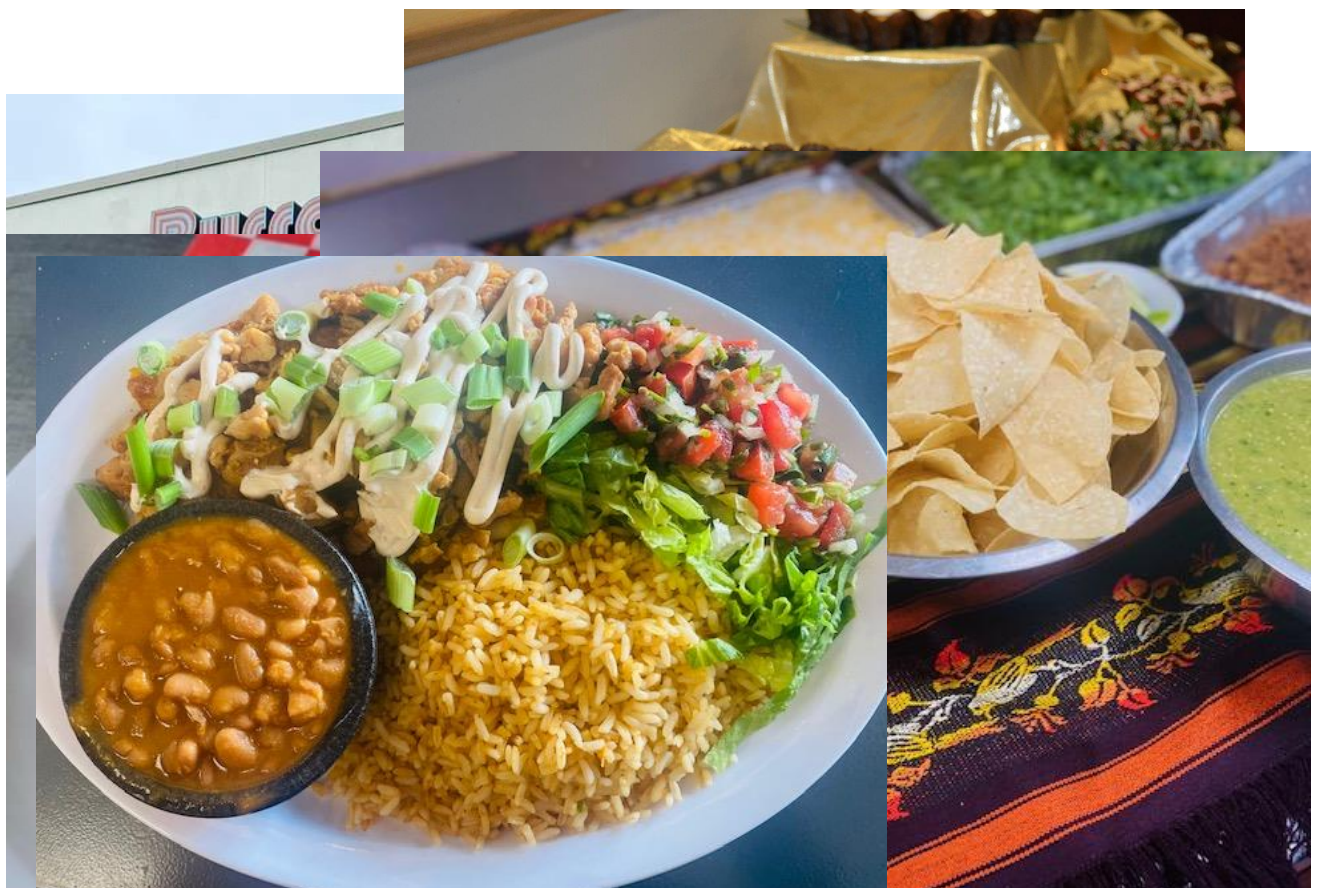
"Great food truck experience! Dannelle worked with me to provide a variety of "small plate" taco and burger options with a chips and salsa/queso/quac bar, too. Big hit for our backyard event for 120!"

"Fast, friendly service and delicious food. I tried a variety of tacos last time, the Diablo burger today, and the thing I can't stop thinking about: Dirty Fries! Nice and spicy, but not too hot so you still get good flavor. Ordering online was fast and easy and my food was correct, packaged securely, and on time."

"Finally some good food comes to St Francis. Fast, friendly service with fresh food! Love Love Love!!!!"



Retro Christmas Buffet, Shepherd of the Valley Lutheran Church



Celebrating Genorosity Funraising Buffet, Shepherd of the Valley Lutheran Church





Fruit Tray



Passion Fruit Pie, Tanzanian Welcome dinner



Store Front Opening Day



Our Food Truck



Chicken Tortilla Soup



Chimichanga



Tacos, Taco Salad and Mexican Corn



Asada Fries



Build Your Own Taco and Burrito Bar



Holiday Desserts



OPEN SUN-THURS 11:00-8:00

FRI-SAT 11:00-9:00

FOOD TRUCK catering available!
LET US come to you!

23212 ST FRANCIS BLVD NW SUITE 200
ST FRANCIS MN 55070
(612) 644-2686

ORDER ONLINE
WWW.BURROLOCOMN.COM

Prices DO NOT include sales tax
card payment subject to fee

Tacos

CHOICE OF GROUND BEEF, STEAK, CHICKEN, CARNITAS,
BARBACOA (+\$2), SHRIMP (+.75) OR VEGGIE

STREET STYLE
CORN TORTILLA, TOPPED WITH ONION,
CILANTRO AND LIME
SERVED WITH SALSA \$3

TRADITIONAL
FRIED FLOUR, HARD SHELL, OR SOFT FLOUR
LETTUCE, CHEESE, TOMATO
SERVED WITH SALSA \$3

Burritos & Bowls

CHOICE OF MEAT OR VEGGIE \$12
SERVED WITH SPANISH OR CILANTRO RICE, CORN & BEAN
SALSA, LETTUCE, CHEESE, GUACAMOLE, & CHIPOTLE CREAM

Nachos

FRESH CHIPS & CHOICE OF MEAT
TOPPED WITH QUESO, CORN AND BEAN SALSA,
GUACAMOLE, CHIPOTLE CREAM AND GREEN ONION.
\$12

Quesadillas

SERVED WITH SALSA AND CHIPOTLE CREAM
CHEESE \$9
\$11.50 CHOICE OF MEAT
LOADED WITH FAJITA VEG \$13

Burgers

an 8 OZ PATTY ON TOASTED BRIOCHE BUN, SERVED WITH FRIES
ADD BACON \$2 UPGRADE ONION RINGS \$3

CLASSIC- GRILLED ONION, AMERICAN CHEESE, PICKLES \$13

DIABLO- JALAPENO, PEPPER JACK, FIRE RANCH \$13

DELUXE- AMERICAN CHEESE, LETTUCE, TOMATO,
ONION, SPECIAL SAUCE \$13

BBQ BACON CHEESEBURGER
CHEDDAR - ONION RING - BBQ - BACON \$15

DIRTY FRIES

QUESO, CAJUN SEASONING, JALAPENO, SRIRACHA AIOLI
\$9

ASADA FRIES

STEAK, QUESO, CORN SALSA, GREEN ONION, CHIPOTLE CREAM
\$11

CHICKEN BACON RANCH FRIES

CHICKEN, BACON, QUESO, PICO, AND FIRE RANCH
\$12

PLATTERS

SERVED WITH BEANS, SALAD, PICO, CHIPOTLE CREAM
CHOICE OF RICE AND MEAT
FAJITAS \$15
ENCHILADAS \$14
TACO (3) \$13

PRICES DO NOT INCLUDE SALES TAX

Desserts

Churro Bites

SERVED WITH CINNAMON SUGAR AND CARAMEL DRIZZLE \$6

Tres Leches Cake

VANILLA SPONGE CAKE SOAKED IN 3 MILKS AND TOPPED
WITH WHIPPED CREAM \$7

Sides

MEXICAN CORN SALAD \$6

CHIPS AND QUESO \$6

CHIPS AND SALSA \$6

CHIPS & GUACAMOLE \$6

CHIPS \$3

RICE \$3

BEANS \$3

FRIES SMALL \$4 **LARGE** \$6

ONION RINGS SMALL \$6 **LARGE** \$9

SIDE GUAC \$3

SIDE QUESO \$3

Extra meat \$3

Extra sauce \$1

Beverages

AGUA FRESCAS \$4

FOUNTAIN COKE PRODUCTS \$3

BOTTLED \$3

PRICES DO NOT INCLUDE SALES TAX

TAQUITOS (5)

SHREDDED CHICKEN-CHEESE-LETTUCE-PICO
CHIPOTLE CREAM \$10

CHIMICHANGA

CHOICE OF MEAT- REFRIED BEANS- CHEESE
TOPPED WITH QUESO-PICO-CHIPOTLE CREAM \$12

WET BURRITO

CHOICE OF MEAT- REFRIED BEANS- CHOICE OF RICE
RED SAUCE- GREEN ONION \$9 SUB QUESO (+\$1)

QUESABIRRIA

SEASONED SHREDDED BEEF- CHEESE- CONSOMME
3 FOR \$18

SALADS

FAJITA TACO SALAD

FAJITA VEGETABLES - CHOICE OF MEAT
QUESO FRESCO - PICO
GUACAMOLE - SALSA AND RANCH \$13

TACO SALAD

FRESH SHELL WITH YOUR CHOICE OF
MEAT OR VEGGIE
TOPPED WITH CHEESE, CORN AND BEAN
SALSA, GUAC, CHIPOTLE CREAM
SALSA AND FIRE RANCH ON THE SIDE \$12

Kids

CHICKEN FINGERS

SERVED WITH FRIES OR CHIPS \$7

QUESADILLA

CHEESE \$6 ADD MEAT \$1.50
SERVED WITH FRIES OR CHIPS
SALSA AND SOUR CREAM

TACOS

2 HARD OR SOFT SHELL BEEF
CHEESE, LETTUCE AND TOMATO \$5

CHEESEBURGER

SERVED WITH PICKLES AND CHOICE OF CHIPS OR
FRIES \$7

Cedarholm Kitchen/Grill Focus Group Scoring

Scoring Criteria		Projects					
1 (Not Acceptable) 5 (Acceptable) 10 (Exceptional)		Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
CRITERIA	MAX	Points	Points	Points	Points	Points	Points
1. Resumes of vendor	10	10	10	10	10	10	10
2. Experience in catering large events	10	5	10	5	10	10	5
3. Experience in kitchen/grill	10	10	5	5	10	10	10
4. Menu/pricing for daily ops	10	10	10	10	10	10	10
5. Menu/pricing for large rentals	10	5	10	5	10	10	10
6. Hours of operation	10	5	5	5	10	10	5
7. Alcohol proposal	10	10	10	5	10	10	5
8. Compensation terms	10	5	10	5	DNS	5	5
9. Level of service to golfers	10	5	10	5	10	10	10
10. Level of service to non-golfers	10	10	10	5	10	10	10
11. Level of service for renters	10	7.00	10	5	10	10	10
TOTALS (out of 110)	110	82	100	65	100	105	90

Comments/Feedback

Open to meeting customer needs

Seems to set their own culture, unlike past vendor

would like to see some higher end options

open at 9-10am?

would like to see escalation after 18 months-2 years

needs to meet early morning needs (city staff or vendor

\$150 payable should drive traffic but needs to make sure to maintain variety of options

Not familiar with RSV, how to market

exceptional attitude and flexibility

Cedarholm Grill/Kitchen Proposal Scoring Rubric

Burro Loco Proposal

Reviewer _____

Date of Submission _____

INSTRUCTIONS

Please score the attached proposal in the five categories listed below, based upon how it aligns with the below vision and objectives and your own understanding of the needs and expectations of current and prospective Cedarholm users.

Cedarholm Community Building Vision & Objectives (from RFP)

The city envisions the Cedarholm Community Building as a vibrant, year-round activity space that allows Roseville community members to enjoy a broad variety of recreational activities. Whether enjoying a beverage on the patio, watching live music in the building, meeting family and friends for dinner and board games, or gathering for some post-game banter after completing nine-holes, the city envisions the Community Building as having something for everyone. Roseville is seeking a food and beverage vendor to serve as a partner in this endeavor.

Objectives

The objective of the Cedarholm Community Building kitchen/grill is to provide quality, affordable and consistent food and beverage service that enhances the Cedarholm user experience. This objective would be attained by meeting the following guidelines:

- A. Food and/or Beverage
 - a. Fresh, appetizing food fitting the needs of users.
 - b. Quick turnaround menu for golfers on the go.
 - c. Menu items that are appealing to other members of the Roseville Community (i.e. – lunch crowd).
 - d. Capability of meeting the needs of large groups – up to 120 people.
- B. Customer Service
 - a. Friendly service with a smile.
 - b. Prompt service that meets the needs of users.
 - c. Neat clean presentation of the facility.
- C. Alcohol
 - a. Administer alcohol service in adherence to the terms of vendor's alcohol license.
 - b. Strictly control the excessive consumption of alcohol. The Cedarholm Community Building and Golf Course is family friendly and open to all users.
- D. Management
 - a. Effective management that includes well trained, customer service oriented staff.
 - b. Consistent year round hours of operation and services.
 - c. Consistent food quality.
 - d. It is preferred that the lessee provide a full time onsite kitchen manager.
 - e. Cooperation with community building and golf course operations is a necessity.

SCORING/REVIEW

For each question, please circle the score that fits best.

SECTION I EXPERIENCE

1. Resumes of owner and manager, including past kitchen experience.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

2. Experience related to catering and large events.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

3. Experience related to daily operation of a kitchen grill similar to Cedarholm.

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

SECTION II MENU

4. Tentative menu, including pricing for daily operation?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

5. Tentative menu, including pricing for daily operation for large rentals (Weddings etc)?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

6. Tentative menu, including pricing for daily operation for large rentals (Weddings etc)?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

SECTION III OTHER

7. Hours of Operation?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

8. Alcohol proposal?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Changes or Concerns:

9. Statement regarding proposed compensation terms?

Score (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:

Proposed Value Add or Changes:

SECTION IV OVERALL BENEFIT**10. Level of service (benefit) to golfers?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:****11. Level of service (benefit) to non-golfer diners?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:****12. Level of service (benefit) to people who rent the facility for events?****Score** (circle one)

1 Not Acceptable

5 Acceptable

10 Exceptional

Questions:**Proposed Changes or Concerns:**

OTHER THOUGHTS OR COMMENTS

**FOOD AND BEVERAGE SERVICES
AGREEMENT BETWEEN
City of Roseville and Burro Loco Restaurant**

THIS AGREEMENT, made and entered into this _____ day of March 2023, by and between the City of Roseville a municipal corporation, hereinafter referred to as (“City”) and Burro Loco LLC, a Minnesota limited liability company, hereinafter referred to as (“Burro Loco”).

SECTION 1 - PURPOSE

1. The City owns and operates the Cedarholm Community Building and Golf Course (“Cedarholm”).
2. The City desires to contract with a food and beverage provider to provide such services, including catering and alcohol services.
3. The City desires to designate Burro Loco as the exclusive food and beverage provider at Cedarholm during the term of this contract. The City does reserve the right to use or allow another food and beverage service provider in the event of default occurring under this agreement or upon termination of this agreement.

SECTION 2- DUTIES AND RESPONSIBILITIES OF BURRO LOCO

1. Burro Loco agrees to provide food and beverage services, catering, and alcohol services for Cedarholm, (“the Services”) including provision of adequate staff, supplies, and appropriate licensing.
2. Burro Loco agrees to provide the Services according to the following schedule:
 - a. May 1- August 31: 11am-9pm.
 - b. March 1- April 30 & September 1- October 31: 11am-6pm.
 - c. November 1- February 28- as needed for events and the golf season.

Any derivation from this schedule must be approved, in writing, by the City at least two weeks prior to the schedule change.

3. Burro Loco agrees to obtain, maintain, and to periodically provide the City with a copy of the current licensure by the State of Minnesota and the City for service of food and alcohol during the term of this Agreement. Burro Loco agrees to meet all local/state/federal health regulations, codes, rules, and laws concerning Restaurant and Alcohol service.
4. Burro Loco accepts full and exclusive liability for all employees, servers, agents, and others it directs and controls to perform the Services and shall pay all applicable Social Security withholding taxes, unemployment, workers’ compensation, contributions of insurance, and any required employee benefits.

5. Burro Loco is responsible for the recruitment, training, employment, performance, and compensation of its staff, all of whom shall perform their services in a manner consistent with City policies and applicable ordinances. Burro Loco's employees will maintain a consistently high level of service and appearance. Burro Loco will provide enough qualified management and non-management employees to perform the Services, including an on-site manager.

6. Burro Loco will supply Services of good quality, on a timely basis, and with appropriate products in accordance with the terms of this Agreement. Products served are equivalent to the industry standard with respect to service, personnel, management, products, menus, pricing, and all other aspects of similarly situated restaurant and catering services. Burro Loco agrees to charge fair, reasonable, and not unjustly discriminatory prices for all food and other related products.

7. Burro Loco agrees to provide catering for events held at Cederholm and will have the right of first refusal to cater said events. Customers who wish to use an outside catering service may pay an outside catering fee of \$150 the City. The following events are excluded from catering services and may opt-out with no additional fee:

- a. Events that do not include a meal (e.g. doughnuts, cookies and coffee).
- b. Specialty desserts such as wedding cakes.
- c. Up to 25 City run events per year.
- d. Up to 5 events per year if Burro Loco cannot accommodate religious, cultural or dietary restrictions.

It is the City's desire to work with Burro Loco to cater City events. However, the City may opt out of Burro Loco catering, for any reason, for these 25 events.

1. Burro Loco agrees that the menu attached as Exhibit A, and the catering menu attached as Exhibit B, are the intended operating menus and prices. Any significant deviation or price increases of more than 10% must be approved, in writing, by the City.

2. Burro Loco will be the sole provider of alcoholic beverages at Cedarholm, including providing full bars upon request at catered events. Alcohol service shall include, at minimum, four separate beer options and two wine options.

3. Burro Loco agrees to provide all smallware and compostable containers needed to provide the Services.

4. Burro Loco is responsible for daily janitorial services of the kitchen, dining room and patio and cleaning of the Community Room following any catered events. Burro Loco will provide regular and annual service maintenance and repair to the kitchen and bar equipment in accordance with the manufacturers' recommendations.

5. Burro Loco will maintain the facilities so that they remain in the same condition as they were on the date of this Agreement up to and including the termination of this Agreement.

6. Burro Loco agrees to open and close the building as needed if City staff are unavailable to do so.

7. Burro Loco may reprint and use the City of Roseville or the Cedarholm Golf Course Logo with written permission from the City.

8. Burro Loco agrees that the City or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, have the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Burro Loco and invoice transactions relating to this Agreement.

SECTION 3 - CITY'S DUTIES AND RESPONSIBILITIES

1. The City agrees to maintain the building and grounds in a high-quality condition, excluding maintenance designated to Burro Loco per this Agreement.

2. The City will schedule and update bookings within Cedarholm.

3. The City agrees to provide necessary tables, chairs, and other furniture and maintain them in acceptable condition.

4. The City agrees to work with Burro Loco representatives and clients to determine set-up and details surrounding each catered event.

5. The City will provide Burro Loco access to the Kitchen and Grill area of Cedarholm as needed for provision of the Services, prep time, food and beverage storage, cleaning, and maintenance. The Kitchen and Grill layout is provided "as is". Any alterations to the layout must be agreed to, in writing, by both the City and Burro Loco.

6. The City will provide Burro Loco staff with access to the City's public wifi network.

7. The City will provide Burro Loco the option of a phone line at the cost of \$25 per month.

8. The City will provide facility access and parking to Burro Loco personnel, including snow removal from parking lot and sidewalks.

9. The City will grant Burro Loco permission to display limited pre- approved signage on site. All signage must be approved, in writing.

SECTION 4 - JOINT RESPONSIBILITIES

The City and Burro Loco are jointly responsible for the following:

1. The City has the right to inspect the kitchen, grill, and dining room, without notice, at any time. The inspection will be conducted in a manner to avoid disruption to the Services. Burro Loco agrees to allow designated City staff to perform inspections as requested.

2. At the time a reservation for a catered event is made, a Burro Loco representative will document the details of services required and charges for services. City staff will document rental agreements.

3. Burro Loco and City Staff shall schedule reoccurring monthly conversations to evaluate Burro Loco's performance of Services.
4. Annual Review. In addition to monthly meetings, following the anniversary date of each year of this Agreement, the City shall have the right to conduct a review of the performance of Services performed under this Agreement. Burro Loco agrees to cooperate in such review and to provide such information as the City may reasonably request.

SECTION 5 – COMPENSATION

1. Burro Loco agrees to pay to the City \$750 per month in rental payments (the "Rental Payments") for the use of Cedarholm facilities.
2. Burro Loco Agrees to pay the to City 4% of all net sales at Cedarholm (the "net sales payments").
3. Burro Loco agrees to follow accounting procedures as listed below:
 - a. Burro Loco agrees to pay the City Net Sales Payments based on the final billing for each month, including revenue for any catering event held at Cedarholm. Net sales documentation must accompany payment.
 - b. Rental Payments and Net Sales Payments will be due on the first day of the month.
 - c. Net Sales Payments will be due one month after the final day they are collected (ex.- Net sales collected for the month of May will be due on July 1st). Net Sales Payments owing for months during the term of this Agreement will remain due to the City even after the termination of this Agreement.
 - d. The City will implement a 5% late fee for any Rental Payments that are not provided by the 5th day of any month.
4. A City representative will collect all fees from the customers that apply to room rental, damage deposit, equipment rental, or other fees payable.
5. Facility rentals by Burro Loco:
 - a. Burro Loco will be permitted to book 3 events per year (based on room availability) at no additional cost.
 - b. By request, Burro Loco will be permitted access to rental space at no cost if no events are booked 7 days prior to the request.
 - c. Burro Loco will be permitted to book events (based on room availability) at the Roseville resident rate between one-month and one-week prior to the event.

- d. The City and Burro Loco will work together to establish a system that allows Burro Loco to see room availability, but all final booking must be made through the Cedarholm Recreation Supervisor.

SECTION 7- TERM, TERMINATION, DEFAULT

1. This Agreement is effective April 1, 2023 through December 31, 2026. This Agreement may be extended for an additional two-year period upon mutual written agreement of the Parties. If the Agreement is not extended, Burro Loco will remain responsible for providing services to rentals booked at Cedarholm for which they had committed to at the time of the Agreement expiration, but which events take place after the Agreement expiration. At the discretion of City staff, Burro Loco will remain responsible for providing service to the rentals booked at the City facilities for which they had committed at the time of the written notification of termination.
2. Any events that were booked prior to the date of this Agreement, even if such event occurs after the date of this Agreement, is outside the scope of this Agreement unless the parties agree otherwise.
3. If Burro Loco fails to perform cleaning, maintenance, or repair services in accordance with this Agreement, the City shall provide written notice that details the deficiencies to Burro Loco. If Burro Loco fails to respond or otherwise cure the deficiencies within 10 days of the written notice, the City may, but is not obligated to, cure the stated deficiencies. The City will send an invoice to Burro Loco for all costs associated with curing any noticed deficiencies. In the event that a deficiency presents a hazard to the health, safety, and/or wellbeing of Cedarholm guests, Burro Loco staff, or City Staff, the City retains the right to cure the deficiency immediately without notice.
4. If Burro Loco fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Default shall also occur immediately upon the filing of any petition in Bankruptcy, assignment for the benefit of creditors, or imposition of receivership upon Burro Loco.
5. The City may terminate this Agreement at any time for any reason provided that it gives at least thirty (30) days' written notice of termination or longer as the City determines in its sole discretion. Prior to the date of termination, Burro Loco will continue to provide Services under this Agreement and make Rent Payments and Net Sales Payments as required by this Agreement. Burro Loco may terminate this agreement for breach of this Agreement after providing the city notice of breach and a reasonable opportunity to cure but in no event shall such opportunity be shorter than thirty (30) days'. If the City fails to cure within thirty (30) days, Burro Loco must provide notice of termination which will be effective no less than 180 days from issuance of the notice. Prior to the date of termination, Burro Loco will continue to perform the Services and make Rent Payments and Net Sales Payments as required by this Agreement.

SECTION 8 – INDEMNITY

Burro Loco agrees to defend, indemnify and hold the City, and its mayor, councilmembers, officers, agents, employees, and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any negligent or wrongful act or omission of burro

Loco, its officers, agents, employees, contractors and/or subcontractors, pertaining to the performance or failure to perform the Services. Nothing herein shall be construed as a limitation on or waiver of any immunities or limitations on liability available to the City under Minnesota Statutes, Chapter 466, or other law.

SECTION 9 – INSURANCE

Prior to starting the Work and during the full term of this Agreement, the Burrow Loco must procure and maintain insurance, at Contractor's expense, as follows:

1. Workers Compensation insurance in accordance with Minnesota law;
2. General Liability Coverage against claims for bodily injury, death, or property damage arising out of Contractor's performance of duties under this Agreement;
3. Liquor liability insurance;
4. Coverage shall be sufficiently broad to cover to all duties and obligations undertaken by Burro Loco in this Agreement including duties related to indemnification;
5. Insurance must be on an "occurrence" basis, and, other than Workers Compensation, the limits of such policies must be no less than \$1,000,000 per occurrence and \$1,500,000 aggregate.
6. Policies must be held by insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing.
7. Burro Loco must provide a copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, Burro Loco's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph, must be filed with the City prior to the start of Services. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Burro Loco has complied with all insurance requirements.

SECTION 11- MISCELLANEOUS

1. Data Practices. All data collected, created, received, maintained, or disseminated for any purposes by the activities of Burro Loco because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.
2. Audit Disclosure. In accordance with Minnesota Statutes, section 16C.05, subdivision 5, Burro Loco's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by the City and the Minnesota State Auditor for a minimum of six years from the expiration date of this Agreement.
3. Assignment or Subcontracting. Burro Loco shall not assign or enter into subcontracts for services provided under this Agreement without the written consent of the City.

4. Independent Contractor. Services provided pursuant to this Agreement shall be provided by Burro Loco as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Burro Loco, or any other person engaged by Burro Loco in the performance of the Services, shall not be considered employees of the City. Burro Loco its employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

5. Representatives and Notices: The below-named individuals will act as the representatives of the Parties with respect to the work to be performed under this Agreement. Any termination notice issued under this Agreement shall be either hand delivered or sent by U.S. Mail to the below-named individuals:

To City:

City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: [NAME, TITLE]

To Contractor:

Attn: _____

6. Entire Agreement. The entire agreement of the Parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the Parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the Parties, unless otherwise provided herein.

IN WITNESS WHEREOF, the parties have executed this Agreement that day and year first above written.

CITY OF ROSEVILLE

BURRO LOCO RESTAURANT

By: _____
Dan Roe, Mayor

Date: _____

By: _____

Print Name: _____

Its: _____

Date: _____

By: _____
Patrick Trudgeon, City Manager

Date: _____

Exhibit A

Non-Catering Menu

Consider Agreement with Burro
Loco LLC as the Kitchen/Grill
Vendor for the Cedarholm
Community Building

Parks and Recreation



A Vision for Cedarholm

A space for golfer and non-golfers alike

- Year-round use
- Golf
 - Leagues
 - Walk Up
- Recreational events
 - Arts, sports, community
 - Gathering
 - Affiliated Groups
 - Rentals/community gatherings
 - Drop-in space



Draft Agreement Summary

- Menu geared toward success in a community space with golf
- Multiple Catering Options
- Hours would vary seasonally
 - May 1 - August 31: 11am - 9pm
 - March 1 -April 30 & September 1 - October 31: 11am-6pm
 - November 1- February 28- As needed for events and the golf season.
- Beer, wine and light bar
- Vendor maintains equipment
- Compostable small wears
- Agreement through 2026

Preferred Caterer

- Vendor would become our preferred caterer. Non-preferred caterer fee:
 - \$150 for groups of 50 or fewer people
 - \$250 for groups of 50 or more.
 - \$100 for official City of Roseville affiliated groups who opt out, regardless of event size.



Cedarholm Kitchen/Grill Focus Group Scoring

Scoring Criteria		Projects					
1 (Not Acceptable) 5 (Acceptable) 10 (Exceptional)		Member 1	Member 2	Member 3	Member 4	Member 5	Member 6
CRITERIA	MAX	Points	Points	Points	Points	Points	Points
1. Resumes of vendor	10	10	10	10	10	10	10
2. Experience in catering large events	10	5	10	5	10	10	5
3. Experience in kitchen/grill	10	10	5	5	10	10	10
4. Menu/pricing for daily ops	10	10	10	10	10	10	10
5. Menu/pricing for large rentals	10	5	10	5	10	10	10
6. Hours of operation	10	5	5	5	10	10	5
7. Alcohol proposal	10	10	10	5	10	10	5
8. Compensation terms	10	5	10	5	DNS	5	5
9. Level of service to golfers	10	5	10	5	10	10	10
10. Level of service to non-golfers	10	10	10	5	10	10	10
11. Level of service for renters	10	7.00	10	5	10	10	10
TOTALS (out of 110)	110	82	100	65	100	105	90

Proposal Considerations

- Offers many benefits
 - Higher quality of food
 - Provides sufficient food/beverage service without city staff
 - Easier for customers looking for “one stop shop”
 - Beer/wine and light bar
- Concessions
 - Less flexibility for renters
 - Some loss of control

Thank You