

CHAPTER 2. ADMINISTRATION

ARTICLE VI. Boards and Commissions

DIVISION 2. Economic Development Commission

Section 2-166. Definitions.

For the purpose of this Chapter, the following words and their derivations shall have the following meanings:

Commission shall mean the Economic Development Commission of the City of Anoka.

Chairman shall mean the Chairperson of the Economic Development Commission as provided for hereinunder.

Planning Commission means the Planning Commission of the City of Anoka.

Section 2-167. Establishment of Commission.

An Economic Development Commission is hereby established to be advisory to the City Council of the City of Anoka. Established in 1982.

Section 2-168. Composition, Qualifications, Appointments, Terms Oath of Office, Attendance, Resignations, and Vacancies.

- (a) *Composition.* The Commission shall consist of nine (9) members appointed by a majority vote of the City Council. A quorum shall be five (5) members. Members serve without compensation.
- (b) *Qualifications.* The qualifications of the members of the Commission shall be those who, in the judgment of the Council, are representative of the community and are qualified by training and experience and interest useful for the fulfillment of the Commission's responsibility in economic development. At least five (5) members shall be residents of the City of Anoka.
- (c) *Appointments.* Appointments to the Commission shall be as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (d) *Terms.* Appointees shall hold office until their successors are appointed and have qualified.
 - (1) *Full Terms.* Member shall be appointed to serve a three-year (3 yr) term, commencing on January 1st and expiring at midnight on December 31st of the third year.
 - (2) *Partial Terms.* Members appointed to fill a vacancy/partial term, shall begin serving upon being appointed and Oath of Office, and shall serve the remaining balance of the term of their predecessor.
- (e) *Oath of Office.* Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he will faithfully discharge the duties of his office.

- (f) *Attendance.* Members are expected to be interested in Economic Development matters as related to the general welfare of the community and are expected to prepare for and attend meetings of the Commission when held.
- (g) *Resignations.* Resignations from the Commission should be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.
- (h) *Vacancies.* Vacancies in the Commission will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

Section 2-169.

Removal of Members.

A member may be removed from the Commission, when it is determined by a majority of the City Council that removal of an individual would be in the best interest of the City.

Section 2-170.

Officers, Meetings, Reports and Expenditures.

- (a) *Officers.* The Commission shall elect a chairman from among its appointed members and may create and fill such other offices as it may determine.
- (b) *Meetings.*
 - (1) *Regular Meetings.* The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which shall be of public record.
 - (2) *Special Meetings.* The Chairman or any three (3) member of the Commission shall have the authority to call special meetings of the Commission. Written notices of special meetings shall be given to all members at least twenty-four (24) hours prior to the time of the meeting unless the time and place for the special meeting is set at a regular meeting.
- (c) *Reports.* Upon request by the City Council, the Commission shall render annually a full report of its work to the City Council.
- (d) *Expenditures.* Expenditures of the Commission shall be within amounts appropriated for the purpose by the City Council.

Section 2-171.

Staff.

The Commission shall receive the staff services of the Community Development Department and other personnel as recommended by the City Manager within the means provided for by appropriations made therefore by the City Council.

Section 2-172.

Duties.

The Commission is an agency of the City Council with responsibilities to:

- (a) Promote the development and use of planned residential, commercial, industrial, and business sites in the City.
- (b) Provide information to realtors and lending institutions serving residential, industrial, and commercial or business clients.
- (c) Cooperate with site selection committees and industrial, commercial or business leaders seeking a location for new expanded plant facilities.
- (d) Cooperate with civic betterment agencies interested in promoting the potential of the City's labor force and industrial, commercial, and business areas.
- (e) Cooperate and coordinate the layout, preparation and distribution of unsolicited industrial, commercial or business information from the City of Anoka to out-state prospects with the State of Minnesota Department of Employment and Economic Development (DEED).

Section 2-173.

Powers.

The Commission shall the following powers:

- (a) To appoint subcommittees of a size and nature it may deem necessary and may enlist the aid of persons and/or organizations who are not members of the Commission. The Commission shall have no power to make contracts, levy taxes, borrow money or condemn property, but shall have the full power and responsibility to investigate the necessity and recommend the taking of these actions and any other actions related to the industrial and commercial development by the City Council and all other officers of the City responsible to formulate the terms of and the procedure for taking such action.
- (b) To confer with and advise the City Council and Planning Commission on all matters concerning the industrial, business, and commercial development of the City.
- (c) To publicize, with the consent of the City Council, the industrial and commercial advantages and opportunities of the City within the City provided by any appropriations made therefore by the City Council.
- (d) To collect data and information as to the type of industries and commerce best suited to the City.
- (e) To periodically survey the overall conditions of the City from the standpoint of determining whether the City has a community climate for economic development and to determine the general receptiveness of the City to particular types of industry, commerce or business.
- (f) To provide the City Council with information as to the general advantages and disadvantages of industrial and commercial development in the community.
- (g) To cooperate with all industries and businesses in the City in the solution of any community problems which they may have, and to encourage the expansion, development and management of such industries and businesses so as to promote the general welfare of the City.

- (h) To cooperate with all community groups and civic organizations within the City and to furnish them with such aid and advice as deemed appropriate.
- (i) To aid the City Council and Planning Commission in the proper zoning and orderly development of areas suitable for industrial and commercial development.
- (j) To develop, compile, coordinate and publicize, with available funds, information such as, but not limited to, the following:
 - (1) Existing industrial and commercial concerns within the City, their addresses, types of business, number of employees, and whether each serves local, regional or national markets.
 - (2) Available industrial and commercial sites including number of acres, approximate price, existing zoning, and proximity to major and minor arterial roads.
 - (3) Available buildings for industrial and commercial operations, including type of building, number of square feet, existing zoning, and proximity to major and minor arterial roads.
 - (4) Transportation facilities, including motor carriers, air transportation and highway facilities.
 - (5) Electric power available.
 - (6) Funds available for industrial and commercial use.
 - (7) Sewage disposal facilities.
 - (8) Water supply facilities.
 - (9) Community facilities such as fire, police and education.
 - (10) Recreational facilities.
 - (11) Wage of rates of unskilled, semi-skilled and white-collar workers.
 - (12) Availability of labor.
 - (13) General community attitude toward industrial and commercial expansion, development and attraction.
 - (14) Experience and programs of surrounding suburban communities in regard to industrial and commercial expansion, development and attraction.
- (k) To recommend to the City Council and Planning Commission policies and particular actions in regard to industrial and commercial expansion, development and attraction.

Sections 2-174 through 2-190. Reserved.