

CITY OF ANOKA  
ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
JANUARY 16, 2016

Call to Order: Chairperson Peterson called the EDC meeting to order at 7:30 a.m. at Anoka City Hall, 2015 First Avenue North in the City of Anoka.

Roll Call: EDC Members present were: Jerry Cotton, Tracy Kelly, Gary Fahnhorst, Jason Peters, Andy Peterson, and Jessica Thunder. EDC members absent were: Dr. Gene Dvoracek, Tom Redmann, and Kelsey Swokowski Staff present: Interim City Manager Greg Lee.

Approval of Minutes: There were no minutes to approve.

Oath of Office: Mr. Lee administered the Oath of Office to newly appointed Commissioner Jason Peters.

Commissioner Peters provided background information on himself noting that he has lived in Anoka for the past ten years. He noted that he recently switched careers from practicing law to public administration and is excited to be involved in the community.

Hold Annual Meeting: Chairperson Peterson reviewed the protocol for nominations and appointments, noting that the Vice Chair should open the nominations for Chairperson.

- Election of Officers: Commissioner Kelly opened the floor for nominations for the position of Chairperson.

Chairperson Peterson nominated Commissioner Kelly for the position of Chairperson for 2016.

MOTION BY COMMISSIONER PETERSON, SECONDED BY COMMISSIONER FAHNHORST, TO APPOINT TRACY KELLY AS CHAIRPERSON FOR 2016.

Commissioner Kelsey Swokowski arrived at 7:36 a.m.

MOTION CARRIED.

Chairperson Kelly opened the floor for nominations for the position of Vice Chairperson.

MOTION BY COMMISSIONER THUNDER, SECONDED BY COMMISSIONER COTTON, TO APPOINT GARY FAHNHORST TO THE POSITON OF VICE CHAIRPERSON FOR 2016. MOTION CARRIED.

Oath of Office (Continued): Mr. Lee administered the Oath of Office to new Commissioner Kelsey Swokowski.

Hold Annual Meeting (Continued):

- Nomination to Parking Advisory Board: Commissioner Fahnhorst provided a brief overview on the purpose and duties of the Parking Advisory Board. He stated that the meeting is held on 7:15 a.m. on the third Wednesday of the month, noting that the group only meets when there is business to consider. He volunteered to continue serving on the Board.

Commissioner Fahnhorst was unanimously appointed to the Parking Advisory Board for 2016.

- Review Enabling Ordinance: Chairperson Kelly noted that the enabling ordinance was included for informational purposes.

Mr. Lee noted that the information is included in the January packet to ensure that the Board can remind themselves of their duties on an annual basis.

Commissioner Peterson briefly reviewed the duties of the Board included in the ordinance.

- Review Bylaws: Chairperson Kelly stated that a copy of the bylaws was also included in the packet for review purposes.

- Review Meeting Schedule: Chairperson Kelly stated that a copy of the 2016 meeting schedule was included in the packet. He noted that the meetings are held in the conference room with the exception of a cablecast meeting that is held the neighboring Council Chambers.

Mr. Lee noted that he added an additional meeting to the schedule that he emailed prior to the meeting, the Commission and Board Chairperson meeting.

Commissioner Fahnhorst stated that he feels that better discussion is held in non-cablecast meetings.

Commissioner Thunder noted that it would be beneficial to hold a cablecast meeting if a presentation is going to be made which would be helpful to the public.

Mr. Lee noted that there is not a requirement for a cablecast meeting and stated that another Board of the City chooses to have a cablecast meeting if they have something on the next month's agenda that would be helpful to the public.

- Establish Subcommittees: Chairperson Kelly reviewed the Subcommittees, noting that two to three members would be needed for each group. He provided a brief overview of the purpose of the Business Call Subcommittee.

Commissioner Peterson provided a brief overview on the purpose of the Celebrate Anoka Subcommittee and noted that Commissioner Dvoracek would most likely want to continue in his position on the Subcommittee.

Mr. Lee noted that the City has been in discussion with the owner of Vista Fleets out of Duluth and provided an update.

Chairperson Kelly reviewed the purpose of the Winterfest and Anoka River Boat Subcommittees.

Commissioners Fahnhorst, Peterson, and Kelsey Swokowski volunteered for the Business Call Subcommittee.

Commissioners Dvoracek and Fahnhorst volunteered for the Celebrate Anoka Subcommittee.

Commissioner Peterson asked if a staff person would be appointed for the Subcommittees.

Mr. Lee stated that he is in the process of hiring an Economic Development Coordinator for the City, whom would eventually take over the staff duties for this Commission as well. He noted that other staff members will continue to work with certain Subcommittees as they have in the past.

Chairperson Kelly and Commissioner Peters volunteered for the Winterfest Subcommittee.

Chairperson Kelly noted that Commissioner Redmann has been a member of the Anoka River Boat Subcommittee in the past and therefore will continue.

Commissioners Thunder and Redmann volunteered for the Anoka River Boat Subcommittee.

Commissioner Cotton stated that former Commission member Pete Beberg is a riverboat captain and would most likely be willing to attend a meeting of the Subcommittee if desired.

#### OLD BUSINESS:

Projects Update: Mr. Lee referenced two commercial parcels the City owns off Bunker Lake Boulevard, noting that Minnesota Street Works had been interested in a portion of the site but the deal fell through. He stated that the City has determined that it is important to have full access to the site and therefore is negotiating with the neighboring property owner, Graco, in order to obtain the parcel needed to provide full access to the site. He stated that in the past a portion of the site was going to be reserved for Dean Oil but noted that the soil may not be appropriate and therefore soil borings will be done to

determine if that could be an appropriate use. He stated that an appraisal would also be done to ensure the City is marketing the site at the appropriate value. He noted that the City is working to possibly purchase the parcel west of the City's liquor store, the address for the parcel is 839 East River Road. He stated that there are some environmental concerns and the City will be completing a phase two environmental analysis to determine just what exists on the site. He noted that if the site is purchased the City would demolish the existing building on that parcel in order to expand the current liquor store and parking area. He referenced a possible purchase of property off Thurston for which would allow the tower to be removed in order to extend Greenhaven Road in the future. He provided an update on Eagle Brook Church, noting that the application was approved by the City Council and that item will begin to move forward. He stated that the City is still working with RiverPlace Counseling Center to relocate their business from their current location to the City owned parcel off Highway 10, which was the former mobile home development. He stated that the long-range vision for the Ferry Street corridor would be to raze the existing buildings, where the counseling center currently exists, to open the viewshed for that area.

City of Anoka Marketing: Mr. Lee stated that following the Minnesota Street Works deal falling through staff has decided that it would be better for the City to be prepared and knowledgeable about what will be needed to develop each of the available sites. He stated that staff is looking through the booklet of available sites to determine if there are any development challenges and what would be needed to develop each of the sites in order to provide the knowledge to potential buyers up front.

Lyric Arts – Letter of Support: Chairperson Kelly noted that the letter of support was presented and approved by the EDC and was included in the packet for informational purposes.

Mr. Lee noted that Lyric Arts would be able to use the letter of support in their pursuit of grant funding.

#### NEW BUSINESS:

2016 Goals and 2015 Accomplishments: Mr. Lee stated that each year each of the City's Boards and Commissions are asked to develop a list of goals for the upcoming year and accomplishments from the past year. He stated that the goals and accomplishments are then reviewed by the City Council at a special meeting in February. He stated that he used the list from the previous year as a starting point. He noted that updating of the development opportunities book should be a high priority and advised that the hiring of an Economic Development Coordinator would also be a high priority.

Commissioner Fahnhorst referenced number two on the list from the previous year and stated that perhaps that item should be removed and is not as applicable going forward.

Mr. Lee provided an update on the plan for monument signs. He stated that there is a plan for a shared monument sign that would have reader boards at Seventh Avenue and

Bunker Lake Boulevard and would be shared by the City and the ice arena and Castle Field. He stated that the Council still wants to have a monument sign near that area distinguishing the boundary of Anoka and Andover. He stated that the monument sign on East Main Street would be updated when the roadway is upgraded around 2018, depending on the timing of the project.

Commissioner Thunder noted that item three had been completed and could be removed from the list.

Mr. Lee provided an update on a potential development opportunity.

Chairperson Kelly confirmed the consensus of the Commission to continue to use the goals from the previous years with the addition of two new goals as well as discussed by the Commission.

**MOTION BY COMMISSIONER FAHNHORST, SECONDED BY COMMISSIONER THUNDER, TO ADOPT THE 2016 GOALS AND RECOMMEND THAT MR. LEE PRESENT THE LIST TO THE CITY COUNCIL. MOTION CARRIED.**

South Central Business District: Chairperson Kelly noted that information was provided in the Commission packet, which summarized the activities and discussion of the group.

Mr. Lee stated that he has not received any continued desire from the School District in regard to parking. He advised that the parking lot available to the School District is only about one third full on most days.

Commissioner Thunder believed that the concern was for larger training events.

Commissioner Peterson confirmed that when the School District has large training events they use different locations because of the parking shortage in that area for that type of event. He stated that perhaps staff can approach the School District, perhaps through the Business Call Program, to open the dialogue regarding those types of events.

Mr. Lee stated that a parking ramp is very expensive and therefore if the School District was interested there would need to be a partnership in order to fund that aspect. He stated that he can reach out to the School District to check their position.

#### COMMUNICATIONS AND REPORTS:

##### Marketing and Communications Updates:

- Discover Anoka: Commissioner Peterson provided a brief update of recent events and noted that new leadership has been appointed for the group.
- ABLA: Mr. Lee stated that the tree lighting event was brought up, as comments have been made that the lighting is not as stellar as it had been.

He stated that he has reached out to the group and wants to see the lighting for the tree improved and increased.

- Winterfest – January 29 - 31, 2016: Chairperson Kelly stated that the agenda for the event was included in the packet and encouraged the Commissioners to participate if available.

MISCELLANEOUS:

Discuss Next Agenda: February 11, 2016.

Mr. Lee stated that if he receives a Site Plan for the relocated RiverPlace Counseling Center prior to the next meeting he will include that on the meeting agenda.

Adjournment: The meeting was adjourned upon a motion by Commissioner Peterson, a second by Commissioner Fahnhorst, and a unanimous vote of those present at 9:00 a.m.

Amanda Staple, *TimeSaver Off Site Secretarial, Inc.*