



ECONOMIC DEVELOPMENT COMMISSION
Thursday, April 14, 2016
Council Worksession Room
7:30 a.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of March 10, 2016 meeting minutes.
4. Old Business
 - A. Project Updates
 - B. City of Anoka Marketing – Development Opportunities Booklet Update
5. New Business
 - A. Hiring a Deputy Community Development Director – Douglas Borglund
6. Communications and Reports
 - A. Marketing & Communications
 - Discover Anoka
 - ABLA – April 5th meeting
 - Anoka Enterprise Park Annual Meeting – March 16, 2016
 - Celebrate Anoka Day – Annual Celebrate Anoka Day; September 12, 2016
7. Miscellaneous
 - A. Discuss May's Meeting Agenda
 - B. Boards and Commissions Appreciation Dinner – April 14, 2016
 - C. September 2016 EDC Meeting – Cablecast meeting
8. Adjournment

Administration Department
2015 First Avenue North, Anoka, MN 55303
763-576-2725
www.ci.anoka.mn.us



Memo

To: Economic Development Commission
From: Greg Lee, City Manager
Date: April 11, 2016
Re: Thursday, April 14, 2016 Agenda

1. **Call to Order.** This meeting will be held in the Council Worksession Room at 7:30 a.m. at Anoka City Hall.
2. **Roll Call.** Staff will record the names of those present at the meeting.
3. **Approval of March 10, 2016 Meeting Minutes.** Staff recommends approval of the March 10, 2016 meeting minutes with your corrections or additions. **(Attachment 1)**
4. **Old Business**
 - A. **Project updates.** At the meeting I will provide a brief update on current projects.
 - i. **Riverplace Counseling Center**
 - ii. **Gladstone Development (4 story/59 unit Coop at 2nd and Harrison)**
 - iii. **Liquor Stores – East and West**
 - B. **City of Anoka Marketing.** The City's "Development Opportunities" booklet was discussed with the City Council at a work session on March 21, 2016. Based on comments from the EDC and direction given by the City Council, this document being updated and may be available at the EDC meeting. The net step is to hire a real estate agent to list these properties.
5. **New Business**
 - A. **Hiring a Deputy Community Development Director** – The city has hired Douglas Borglund as the Deputy Community Development Director. Mr. Borglund has 19 years experience in Economic and Community Development and will be the staff liaison to the EDC. The plan is that a year from now, the City will create a Community Development Department which will be headed up by Mr. Borglund and will have two subdivisions: Economic Development and Planning. Attached is a City organizational chart.

6. **Communications and Reports**

A. **Marketing & Communications.** Staff and Commissioners will provide an update on the following.

- Discover Anoka Update
- ABLA– attached is the Executive’s Update for the April 5th meeting
- Anoka Enterprise Park Annual Meeting – was held on Wednesday, March 16, 2016 Attached is a copy of the agenda.
- Celebrate Anoka Day – the 33rd Annual Celebrate Anoka Day is scheduled for September 12, 2016. See attached notice.

7 **Miscellaneous.**

A. **Discuss May Agenda** – Staff would like to ask if the EDC has any special presentations they’d like or information they thought might be useful.

B. **Boards and Commissions Appreciation Dinner** – This appreciation dinner is scheduled for April 14, 2016. Attached is the invitation that was sent out in mid- March.

C. **September 2016 EDC Meeting** (or any month selected by the EDC) – Cablecast this meeting. Include:

1. Open to Business
2. Anoka Area Chamber of Commerce
3. Housing and Redevelopment Authority (HRA) available programs
4. Tax Increment Financing (TIF) – explanation of purpose and benefits

8. **Adjournment.** Let’s plan to adjourn no later than 9:00 a.m.

CITY OF ANOKA
ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
MARCH 10, 2016

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

Approval of Minutes: MOTION BY COMMISSIONER FAHNHORST, SECONDED BY COMMISSIONER KELSEY SWOKOWSKI, TO APPROVE THE MINUTES OF THE JANUARY 14, 2016 AND FEBRUARY 11, 2016 EDC MEETINGS, AS PRESENTED. MOTION CARRIED.

OLD BUSINESS:

Projects Update: Mr. Lee noted that a proposal was brought forward from Riverplace Counseling Center at the February 16th City Council Worksession regarding a purchase of property and provided details. He stated that additional information on the intent of the river walk can be found on the City website. He noted that this would be a major step towards that goal to create the river walk and open the views as people come across the bridge from Champlin into Anoka. He stated that the approvals for the property along Highway 10 where Riverplace intends to move, specifically rezoning and review of the site plan, would occur in April and the final purchase agreement would go before the City Council in May.

Chairperson Kelly noted that QCTV has a program titled *News and Views* and advised that there is a current segment in which Councilmember Weaver provides additional information.

Mr. Lee noted that he would provide an email link to the program to the Commission following the meeting today. He stated that staff is still working with Graco in attempt to purchase a portion of their property to provide access from Bunker Lake Boulevard to the City owned site. He noted that at this time it appears Graco is unwilling to sell but advised that staff is continuing negotiations.

Chairperson Kelly asked if there is any update on the future relocation of the City owned liquor store.

Mr. Lee stated that the City Council will discuss that item on their meeting on March 21st. He noted that originally the intent had been to relocate to the previous Vineyard but the market study had shown that site to be unfavorable because of the competition with

Coborn's in Ramsey. He stated that the market study has shown site at 4th Avenue and Pleasant as the most desirable site. He noted that the meeting the Council will discuss whether they agree with that statement and location and whether they would like to reserve that site for the relocation.

Chairperson Kelly stated that he was actually referring to the activity at the other liquor store.

Mr. Lee noted that in regard to the east liquor store the City is working with the property owner to the west and has a concept to enter into the property to complete a phase two environmental analysis of that site. He noted that there will need to be quite a few drill holes and therefore the attorneys for both parties are working to draft an agreement for the restoration that would need to be done after the drilling. He explained that the City wants to ensure that due diligence is followed before purchasing the site. He noted that if the City does purchase the site the existing building would be razed and the site would be paved to provide additional parking and then building would then be expanded in the next two years.

City of Anoka Marketing – Development Opportunities Booklet Update: Mr. Lee stated that the current booklet was provided in the packet and noted that staff is in the process of updating the booklet. He asked for any input or comments, noting that the information will move forward to the City Council on March 21st at their worksession in order to gain their input. He briefly reviewed the sites and information found in the booklet, noting that the numbering will be updated.

Commissioner Fahnhorst asked how much control the City would have once the properties are zoned for the intended use.

Mr. Lee replied that if the property is privately owned and zoned correctly, the City would not have much control but noted that if the City owns the property the City would have all the control in whether they would want that type of development in that location.

Chairperson Kelly stated that the City of Ramsey has put a lot of effort into development surrounding their rail station and noted that it would be helpful to know how many people are utilizing that station. He noted that the site near the rail station in Anoka could be considered a premium location in the next ten years.

Mr. Lee stated that the planning staff is beginning discussions with the Ramsey staff in order to determine their vacancy rates and gather additional information related to that activity. He continued to briefly summarize the properties and information included in the booklet. He provided additional details on the parking ramp near the rail station. He referenced the site that will be discussed by the Council at their upcoming worksession to determine if they would like to reserve that site for a future liquor store.

Commissioner Peterson referenced Pleasant and Ferry and asked if that would be considered for a liquor store, noting that Ferry has a much higher traffic count than 4th.

He acknowledged that the site is not owned by the City at this time but access would be better.

Mr. Lee stated that the City does own two sites on Ferry near Pleasant. He was unsure if the market study reviewed those locations but noted that he would review that possibility as he agreed that the roadway has a much higher traffic count. He noted that MnDOT has started a study to determine if a grade separation could be done at the rail crossing at Ferry Street and advised that MnDOT is already asking questions about the City owned properties in that area, noting that perhaps the plan would be to move east which could impact the eastern portion of those properties. He stated that the Ferry Street rail crossing is probably the busiest and most dangerous at grade rail crossing in the State, noting that he was unaware of any other two lane roadway in the State, which has a daily traffic count that exceeds 21,000 vehicles. He acknowledged that it will be difficult and expensive. He continued to review properties and information in the current booklet.

Commissioner Fahnhorst asked if the parks receive a lot of use and whether a study has been done to determine use.

Mr. Lee stated that he would be interested to know that information as well. He stated that there is some use of Rudy Johnson park by the School District but noted that there will have to be a conversation to determine how the District would adjust if that park is relocated. He continued to review the properties and information included in the current booklet. He provided an update on the amount of presales received for a proposed housing development.

Commissioner Peterson referenced the available sites near the golf course and asked if those could be marketed to a developer as a package to ensure consistent development of those lots.

Mr. Lee stated that in a perfect situation it would be ideal for one developer to purchase those lots and create a master plan. He noted that another site was just added with the purchase of the Connexus tower site. He stated that the goal with the booklet is to show developers that the City is ready and prepared with the information necessary for developers to determine what they could do with the site.

Commissioner Redmann referenced site 21, which houses the equipment to manage the golf course and asked if they need that big of a building.

Mr. Lee noted that the building would be relocated and the new building would be smaller. He stated that there is a site plan that has been created and noted that the next step would be to develop the construction plans for the relocated building. He noted that this would be similar to the relocated public works building, where plans will be ready so that the building can be relocated when a developer is ready. He stated that he may ask a former employee to work with him as a consultant in order to provide background information on prior land deals that the City had made in order to acquire that knowledge. He stated that HOM Furniture is looking to lease part of their building to a medical sales

collection agency that will employ about 150 people. He noted that the City owns a lot to the east of that building that HOM Furniture is looking to purchase to provide temporary parking to that user while they ultimately expand and reconfigure their building. He continued to review the properties and information included in the marketing booklet.

Commissioner Fahnhorst asked how the land acquisitions have been made over time, whether that was an intent or whether they occurred because of circumstances that arose.

Mr. Lee stated that he does not have the full knowledge of how the City came to own this amount of property but provided an example of the Conexus tower site that was needed for one item but then can be sold. He stated that this City Council is very supportive in the marketing and sale of these properties.

Commissioner Peterson referenced Bonnell Park, which was previously utilized by the school and asked if that park is regularly used.

Commissioner Redmann provided background information noting that the park was originally used for the two middle schools for physical education space but use decreased and there is now an antiquated irrigation system.

Mr. Lee stated that Bonnell Field will be torn up in the next month or so to install a 72 inch storm water pipe under the property. He stated that the site will be lowered down two feet to encourage water to drain into the new pipe. He stated that the area will also act as an overflow area for large storm water events that will eventually drain into the large pipe. He noted that a new irrigation system and fields will ultimately be constructed. He stated that originally the agreement was for the School District to install and maintain the irrigation system but once that use stopped the condition deteriorated. He explained that because the pipe needed to be installed the City agreed to install a new irrigation system with this construction and in essence the clock will be reset on the agreement. He stated that this will handle a lot of the water that is traveling to Goodrich Field but noted that this will not be the ultimate fix for that drainage problem as another fix will be needed in the future to fully resolve the issue at Goodrich Field.

NEW BUSINESS:

Hiring a Deputy Community Development Director: Mr. Lee reported that the City is in the process of hiring a Deputy Community Development Director, noting that the employee would hold the “deputy” title for one year as there is currently a Planning Director. He noted that after that one year period the employee would hold the title of Community Development Director. He advised that interviews will begin today for the position and hoped to have the hiring process complete in the next one to two months. He stated that there are 12 applicants, noting that a lot of the applicants are highly qualified.

COMMUNICATIONS AND REPORTS:

Marketing and Communications Updates:

- Discover Anoka: Commissioner Peterson reported that the group met earlier this week with discussions beginning for the annual sidewalk sale that will be one week prior to the Anoka County Fair. He stated that the group also discussed Diva Days, updates to the website and whether the group would like to add marketing to the website. He stated that opportunities to advertise in Riverfest were also discussed.
- ABLA – March 1st Meeting: Mr. Lee stated that he was not present for the meeting but did include the executive update in the Commission packet.
- Winterfest – Post Event Meeting February 26, 2016: Chairperson Kelly stated that the event was well attended and noted that there was a comment that additional activities should be added to cater to all the different age groups.
- Anoka Enterprise Park Annual Meeting – March 16, 2016: Chairperson Kelly stated that Clark Palmer sent out an email asking for RSVP's for the meeting, which will be held at Greenhaven around lunchtime.

Mr. Lee noted that the agenda for the meeting was included in the Commission packet.

MISCELLANEOUS:

Discuss Next Agenda: April 14, 2016.

Chairperson Kelly stated that a cablecast meeting will need to take place this year and asked that a proposed date be provided at the next meeting for discussion. He noted that an item should be on the agenda that would be beneficial to the general public. He asked Commissioners to bring suggestions for that type of agenda item to the next meeting. He stated that he would also be interested in inviting Open to Business and the Anoka Area Chamber of Commerce to attend a meeting to provide a presentation and have a discussion in the future. He noted that Open to Business provided a presentation one year ago and thought it would be beneficial to check in and see the progress that has been made during that year.

Commissioner Peterson believed it would also be helpful to have a presentation on the available HRA funding as that is vital to economic development, noting that there are programs available for business development that are very attractive. He believed that May would be a good month for the cablecast before the summer schedules come into play.

Commissioner Fahnhorst stated that perhaps September would be a good month in order to provide additional time for the new Deputy Community Development Director to come up to speed.

Mr. Lee noted that perhaps May might not be the best choice as that could possibly be the first month for the new Deputy Community Development Director.

Chairperson Kelly agreed that waiting until fall would be a better idea.

Commissioner Fahnhorst asked if TIF was still active.

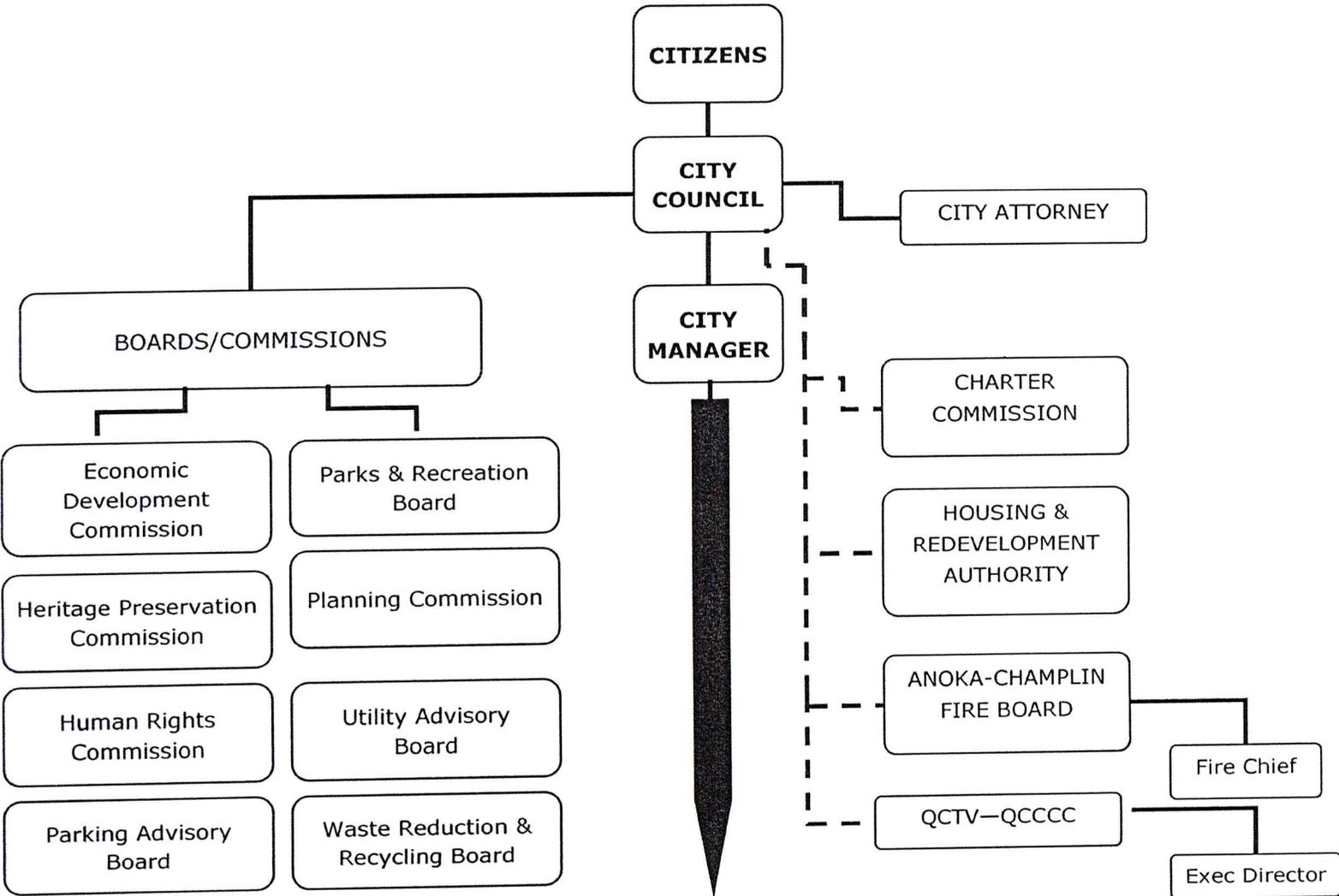
Mr. Lee stated that perhaps it would be helpful for Ms. Yager to attend a meeting and provide a presentation on TIF activity. He noted that perhaps that would be a good idea for an agenda item for the cablecast meeting.

Chairperson Kelly noted that the annual volunteer appreciation dinner will be held on April 14th.

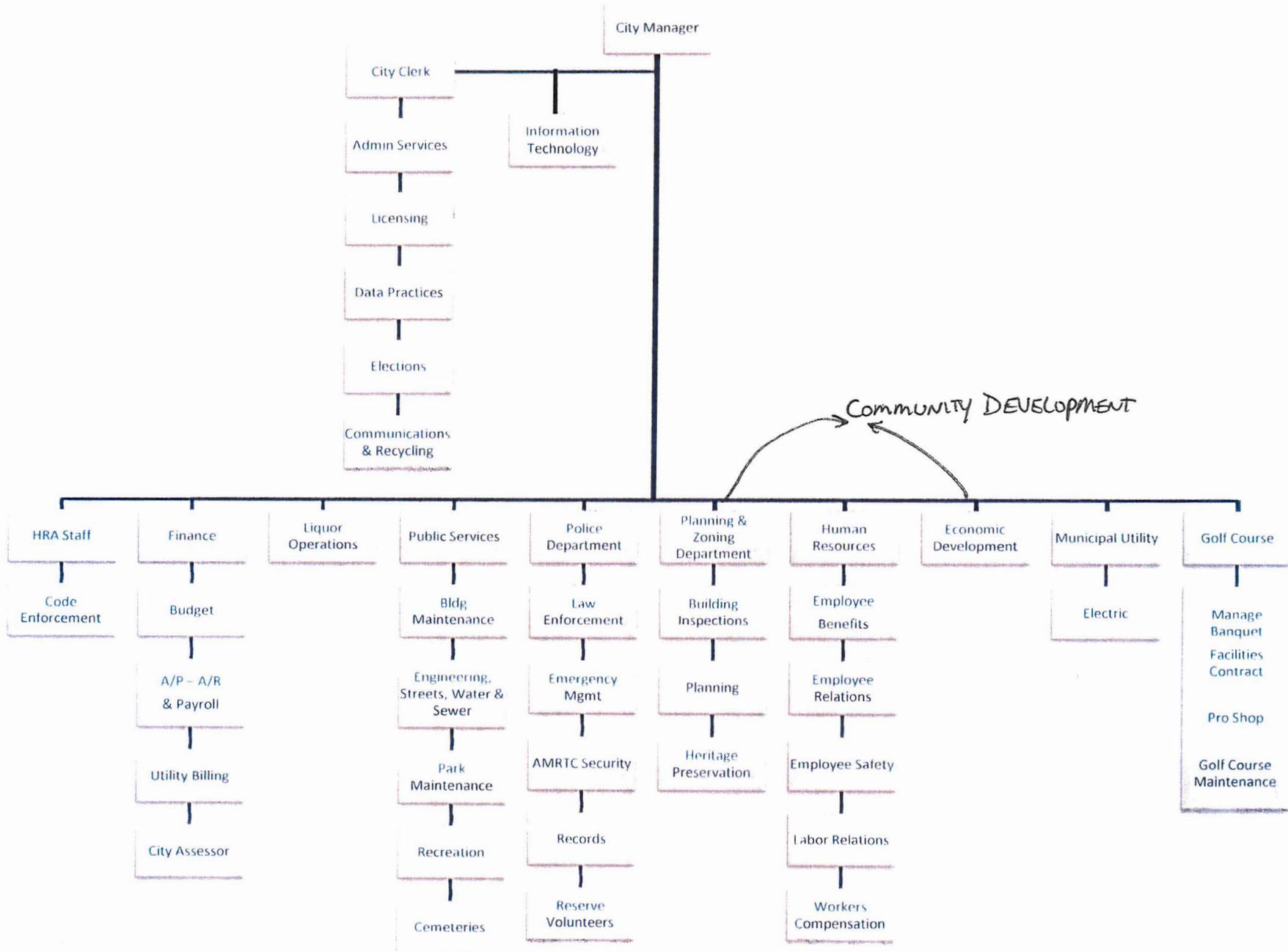
Adjournment: The meeting was adjourned upon a motion by Commissioner Redmann, a second by Commissioner Peterson, and a unanimous vote of those present at 9:05 a.m.

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

City of Anoka—Organizational Chart



CITY OF ANOKA – ORGANIZATIONAL CHART



ABLA

Executive's Update

It's the Annual Street Light Fund Meeting along with the regular monthly Board meeting. See you on April 5th!

Annual Street Light Fund Budget Meeting-The 2016 Draft Budget, approved by the Board last month, will be presented.

City of Anoka Sign Ordinance Discussion-Clark Palmer from the City will be present to discuss the city's sign ordinance.

Employee Salary Review-Time again to discuss the employee salary review as the 2015/2016 ABLA year comes to a close on April 30th.

Halloween Stamp Event Update-Anoka will host the unveiling of the US Postal Service Halloween Stamp on September 29th. A subcommittee has been meeting. I'll update.

Development News-Greg Lee will update the Board on City of Anoka Development news.

Other Business-This is your opportunity to discuss any issue.

If you are unable to attend, please email or call the association office at 763-421-0083.



**Anoka Enterprise Park Annual Meeting
&
Architectural Review Board Election**

WEDNESDAY, MARCH 16, 2016

11:50 a.m. – 1:00 p.m.

**Green Haven Golf Course & Event Center
2800 Greenhaven Road**

AGENDA

1. **Call to Order** - 11:50 a.m.
2. **Welcome** (Lunch served)
Tracy Kelly, Chairperson, Economic Development Commission
3. **Nominations & Election for Architectural Review Board**
Clark Palmer, Associate Planner
4. **Professional Workforce Training**
Jon Olson & Steve Jones, Anoka-Ramsey Community College
5. **2016 Road Construction Projects/Highway 10 Update**
Greg Lee, City Manager
6. **Current Development Projects**
Carolyn Braun, Planning Director
7. **Anoka Area Chamber of Commerce Manufacturers Coalition**
John LeTourneau, Anoka Area Chamber of Commerce
8. **Celebrate Anoka Day – September 12, 2016**
Larry Norland, Golf Manager
9. **Open Forum**
Tracy Kelly, Chairperson, Economic Development Commission

This is an opportunity to bring forward questions and concerns to city representatives.
10. **Adjourn** – 1 p.m.

Please RSVP by Monday, March 7 via email to: comdev@ci.anoka.mn.us or call 763-576-2720.
Business owners, if you are unable to attend, please appoint a representative from your business.

SAVE THE DATE...

Monday, September 12, 2016

33rd Annual Celebrate Anoka Day

at Green Haven Golf Course & Event Center
(A morning and afternoon tournament offered)

Celebrate Anoka Day celebrates all businesses, organizations, and individuals that make Anoka what it is today! Even if you have never golfed, come experience a new activity, do some networking and make new connections. Enjoy an angels & demons golf competition, activities, appetizers, and prizes!

Save the Date - September 12

Get your team ready for a fun celebration in Anoka!
Please consider sponsoring a hole and/or donating a door prize.

Watch for full details and registration forms in July.
Questions? Contact Larry Norland, Golf Manager
763-576-2971 or email lnorland@ci.anoka.mn.us



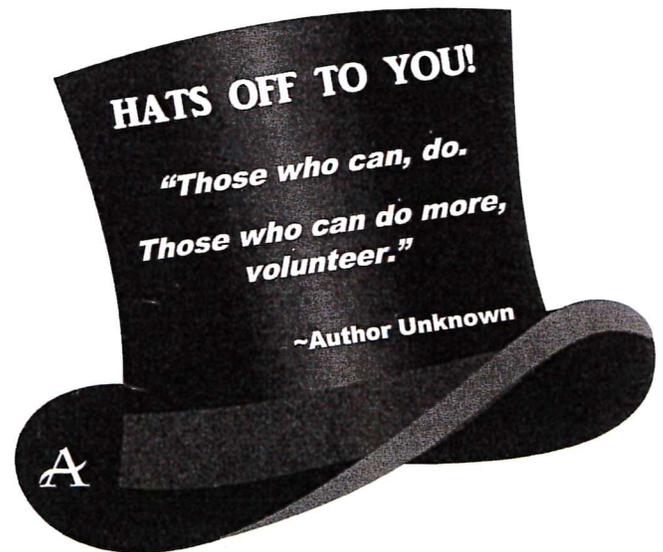
THURSDAY, APRIL 14, 2016
5:15 P.M.
GREEN HAVEN GOLF COURSE
& EVENT CENTER
2800 GREENHAVEN ROAD
ANOKA, MN 55303

EVENING SCHEDULE

- 5:15 p.m. Social
- 5:40 p.m. Welcome
- 5:45 p.m. Dinner
(vegetarian option available; indicate w/RSVP)
- 6:30 p.m. Entertainment
Glen Everhart - Interactive Music & Comedy
www.gleneverhart.com
- 7:15 p.m. Closing Comments

Please RSVP
by April 1, 2016 >>>

CITY OF ANOKA
763-576-2725
pbowman@ci.anoka.mn.us



THANK YOU!

CityView

www.ci.anoka.mn.us



Bee Safe City

In the summer of 2015, the City's Park & Recreation Board signed a resolution to become a "Bee Safe City" at the request of the ABC League of Women Voters. In the process, members of the ABC League of Women Voters were pleased to learn that Anoka was already practicing procedures of a "Bee Safe City."

City staff uses bee-friendly best effort practices including;

- Turning public spaces into Bee-Safe areas in which all future city plantings (flowers, ground covers, vegetables, fruits, shrubs, trees, etc.) are free of systemic pesticides;
- Planting bee food flowers in some of Anoka's public spaces since not all flowers are favored by bees;
- Refraining from using systemic pesticides on city property;
- Educating city staff and citizens about bees – their gifts and needs;
- Implementing the adopted resolution;
- Publishing a progress report annually for five years with review from the city council.

It is essential that all of us understand the vital role that bees play and what each of us can do to sustain them. Bees are essential

in providing our food; they pollinate fruits, vegetables, ornamentals, trees, and agri-industry.

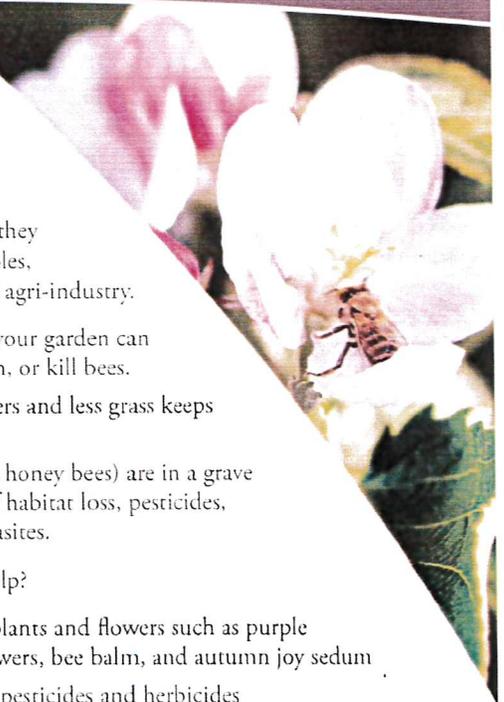
- What you plant in your garden can either nurture, harm, or kill bees.
- Planting more flowers and less grass keeps bees from starving.
- All bees (native and honey bees) are in a grave situation because of habitat loss, pesticides, pathogens, and parasites.

What can you do to help?

- Plant bee-friendly plants and flowers such as purple coneflowers, sunflowers, bee balm, and autumn joy sedum
- Refrain from using pesticides and herbicides
- Don't harm or bother the bees; let them do their busy bee work.

Bees are not interested in stinging you or being bothersome. They are busy pollinating and making your garden gorgeous – they are working for us!

For more information and resources about Bee Safe communities, visit www.hummingforbees.org or contact the city's Parks & Recreation Department at 763-576-2980.



What's Inside



03 Filing for Office

04 Traffic Sign Maintenance

05 Planning & Zoning

06 Public Safety

08 Anoka Aquatic Center

11 Spring Recycling Event

13 City Assessor

14 Community Happenings

16 Local Transportation



Fire Rescue Boats Now in Service

The Anoka-Champlin Fire Department recently put two new river rescue boats into service. One is a 21' boat housed at Station 2 (Champlin). It is prop-driven and has fire pump capabilities. The other boat is a 17' boat located at Station 1 (Anoka).

The boats identified for each station also play to the unique differences between the Rum River and Mississippi River, both served by the joint department. Working on the Rum River requires a smaller boat with less draft – the 17'. This boat will operate in as little as 6" to 8" of water. Both boats are designed with a hydraulic lift that can be used as a ramp to load equipment or as a ladder to bring people onboard from the water.

These boats are true river rescue boats designed to navigate the natural debris and seasonal ice hazards.

Test Your Home for Deadly Radon

Radon is a colorless, odorless radioactive gas that seeps up from the earth. Long-term exposure to radon can lead to lung cancer. In fact, radon is the number one cause of lung cancer in non-smokers. Radon is present everywhere but the greatest risk of exposure is indoors, especially in your home. In Minnesota, two in five homes have radon levels that pose a significant health risk. Homes with radon can be old or new, well-sealed or drafty, with or without a basement.

Testing your home for radon is easy and inexpensive. Anoka County has residential radon test kits available for \$5. To obtain a kit, go to www.anokacounty.us/radon or call 763-323-5722.



Open to Business Program Now Available

Looking for a trusted advisor for your business? Maybe you've wanted to secure financing to start or expand your business? If so, a new program offered by Anoka County may be just what you're looking for.

Thanks to a partnership between Anoka County and the Metropolitan Consortium of Community Developers (MCCD), business owners or those looking to start a business can access a new program called Open to Business.

Free Technical Assistance

Open to Business will provide prospective and existing entrepreneurs in Anoka with free one-on-one counseling with a business advisor. The program provides assistance in the following areas:

- Financial Management
- Loan Packaging
- Business Plan Assistance
- Real Estate Analysis
- Marketing Assistance
- Strategic Planning
- Business Regulations
- Professional Referrals

Small Business Loan Program

Open to Business advisors can also assist entrepreneurs to identify borrowing needs and access financing options. Advisors work with clients to help them find the financing that best meets their own unique needs. MCCD also provides direct financing and loans in partnership with banks and nonprofit lenders. Funds can be used for inventory, working capital, asset and equipment purchases, real estate acquisition and start-up costs.

How It Works

Business Advisor Kathleen DuChene is available for setting up a one-on-one meeting at either the Anoka County Government Center or other preferred location. For more information, contact Kathleen at 763-438-7315 or by email at kduchene@mccdmn.org. For general information, visit www.opentobusiness.org.

American Family
Kari Hefnider