



**ECONOMIC DEVELOPMENT COMMISSION**  
**Thursday, September 8, 2016**  
**Council Work Session Room**  
**7:30 a.m.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of May 12, 2016 meeting minutes.
4. Approval of June 9, 2016 meeting minutes.
5. Approval of July 7, 2016 meeting minutes
6. Old Business
  - A. Action Item: EDA approve being a hole sponsor for the Celebrate Anoka Day Golf Event
7. New Business
  - A. City Owned Development Site(s) Update –Doug Borglund
  - B. Home Occupation/Accessory Structure Ordinance Update – Doug Borglund
  - C. Drug Paraphernalia Ordinance Update – Doug Borglund
  - D. Celebrate Anoka Day 2016 Update –Doug Borglund
  - E. October EDC Cablecast Meeting – Doug Borglund
8. Communications and Reports
  - A. Marketing & Communications
    - Discover Anoka
    - ABLA – August 2016 meeting.
9. Miscellaneous
  - A. Joint Meeting on October 18<sup>th</sup> at 5:30pm to discuss the River Walk Concept with the EDC, HPC, and Parks
10. Adjournment



# Memo

To: Economic Development Commission  
From: Doug Borglund, Deputy Community Development Director  
Date: September 8, 2016  
Re: Thursday, September 8, 2016 Agenda

1. **Call to Order.** This meeting will be held in the Council Work Session 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 May 12, 2016 Meeting Minutes.** Staff recommends approval of the May 14, 2016 meeting minutes with your corrections or additions. **(Attachment 1)**
4. **Approval of June 9, 2016 Meeting Minutes.** Staff recommends approval of the June 9, 2016 meeting minutes with your corrections or additions. **(Attachment 2)**
5. **Approval of July 7, 2016 Meeting Minutes.** Staff recommends approval of the June 9, 2016 meeting minutes with your corrections or additions. **(Attachment 3)**
6. **Old Business**
  - A. Action Item: EDA approve being a hole sponsor for the Celebrate Anoka Day Golf Event
7. **New Business**
  - A. City Owned Development Site(s) Update – Doug Borglund
  - B. Home Occupation Accessory Structure Ordinance Update – Doug Borglund
  - C. Drug Paraphernalia Ordinance Update – Doug Borglund
  - D. Celebrate Anoka Day 2016 Update **(Attachment 4)** – Doug Borglund
    - 50 players registered
    - Co-Title Sponsors: Hakanson Anderson Associates & Federal Premium Ammunition (2 @ \$1,000 ea.)
    - Champagne Table Sponsor (\$200): Reynolds Music
    - Putting Green Sponsor (\$200): Republic Services
    - Electronic Score Board Sponsor (\$200): Terry Overacker Plumbing
    - Golf Cart Sponsor (\$200): All Auto Glass

- Hole Sponsors (\$100):  
Anoka Area Chamber of Commerce  
Better Values Liquor Store  
Tracy Kelly Family  
Redmann's Flooring & Design  
Anoka-Hennepin School Dist. 11
- Lancer is reducing some of their associated fees (approx. \$700 reduction)

E. October 2016 EDC Cablecast Meeting – Cablecast this meeting.

Potential Topics:

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

7. **Communications and Reports**

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

- Discover Anoka Update
- ABLA– Executive's Update for August, 2016 (**Attachment 5**)

**Miscellaneous.**

11. Joint Meeting on October 18<sup>th</sup> at 5:30pm to discuss the River Walk Concept with the EDC, HPC, and Parks
9. **Adjournment.** Let's plan to adjourn no later than 9:00 a.m.

CITY OF ANOKA  
ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
MAY 12, 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: Jerry Cotton, Dr. Gene Dvoracek, Tracy Kelly, Jason Peters, Andy Peterson, Tom Redmann, Kelsey Swokowski, and Jessica Thunder. EDC members absent were: Gary Fahnhorst. Staff present: City Manager Greg Lee and Deputy Director of Community Development Doug Borglund.

Approval of Minutes: MOTION BY COMMISSIONER COTTON, SECONDED BY COMMISSIONER DVORACEK, TO APPROVE THE MINUTES OF THE APRIL 14, 2016 EDC MEETING, AS PRESENTED. MOTION CARRIED.

Introduction of Doug Borglund – Deputy Director of Community Development: Mr. Lee introduced Doug Borglund the new Deputy Director of Community Development, noting that following today Mr. Borglund will become the new staff contact for the EDC.

Mr. Borglund introduced himself and provided a brief summary of his career experience, noting that he has 20 years of experience in local government positions. He stated that he looks forward to working with the members of the EDC.

The Commission welcomed Mr. Borglund.

OLD BUSINESS:

Projects Update: Mr. Lee stated that the Council recently granted approvals for the City to purchase four properties from Riverplace and approved the final plat for the relocated Riverplace site which is along Highway 10 and also approved a Planned Unit Development (PUD) for that new Riverplace campus. He stated that all the necessary approvals have been issued with the exception of the Development Agreement which will go before the Council on May 16<sup>th</sup>. He stated that the actual construction on the new Riverplace site will begin in the next two weeks and the business has 180 days to complete construction, which would mean that the business will relocate before the end of the year. He stated that the Park Board and Historic Preservation Society will begin discussions on the plans for the existing Riverplace site and potential riverwalk, noting that the buildings will most likely be removed at the beginning of the next year. He referenced the east liquor store owned by the City and advised that the City placed an offer to purchase the property west of the liquor store. He stated that the City completed an environmental review of the property and there were no issues identified as the underground tanks that existed on that site were removed years ago. He stated that if the purchase is accepted the City would expand the parking lot and then determine plans for expansion of the liquor store. He stated that the City is a member city of the Minnesota

Municipal Power Agency which has determined that they would like to increase actual power production in various locations within member cities, specifically building natural gas powered plants. He noted that the agency began in Chaska and has identified Anoka as the next location. He stated that the agency has said that although it's a power plant it can be designed to look like a residential building. He noted that the agency has identified a potential location near the train station at 501 Pierce and is working with staff to determine if the site fits their needs. He stated that the facility would create waste heat that could be used by a surrounding user, but noted that the surrounding users would not require that type of heat but there could be a potential to link that waste heat to the government center.

Commissioner Redmann stated that there seems to be some risk in the economics using one energy source to create another. He asked what would happen if the cost of natural gas rises and the cost of electricity decreases.

Mr. Lee stated that the agency has researched the economics and would have more information on that aspect. He stated that the agency is looking to place the plants in the larger communities that are members, which were Chaska, Anoka and he believed Elk River. He noted that the agency is open to conform to the architectural preference of the City and advised that the City has referenced the architecture of the parking ramps in downtown and near the train station in order to provide a reference.

Commissioner Dvoracek noted that this would be a fairly clean source of energy. He asked the timeline.

Mr. Lee replied that the agency is aiming for 2018.

City of Anoka Marketing – Development Opportunities Booklet Update: Mr. Lee stated that the marketing booklet has been completed but noted that the booklet will be a working document that will constantly be evolving and updated.

Commissioner Peters suggested linking the PDF version of the booklet to the PID links which would easily allow users to conduct further research on the tax statements.

Mr. Lee stated that there are parcels currently owned by the County that were included in the booklet and explained that the City can acquire the parcels in the future when there are development proposals.

Commissioner Peterson stated that a link to Google maps might also be helpful as that could provide potential buyers with a quick look at the area surrounding the site.

#### NEW BUSINESS:

Downtown Signage: Mr. Lee stated that this is part of a larger issue that will be discussed at the June 27<sup>th</sup> City Council Worksession. He noted that the discussion will include downtown business signage, utilizing the sidewalks by businesses in the

downtown area, and for businesses that serve alcohol (specifically along Jackson Street) whether a portion of the sidewalk could be used for outdoor seating. He stated that this group would first discuss the issue of downtown signage. He noted that temporary signage is sometimes used in the downtown area, such as sandwich boards used to advertise specials, and displayed photographs of examples. He noted that there is a fine line between what is best for downtown businesses and what is best for the aesthetic of the public right of way. He noted that in one instance a business used a very large sandwich board sign that completely blocked the sidewalk, which is not safe for the public walking down the sidewalks. He stated that although the items along the sidewalk (signs, benches, tables and chairs) increase in the summer, there are instances in the winter as well. He did not think there were major problems but believed that this is the right time for the City to determine their preferences and set some guidelines. He asked for comments and recommendations from the EDC and noted that ABLA will also be consulted prior to the Council Worksession.

Commissioner Peterson stated that he has lunch on Jackson Street a few times a week and also frequently walks through the downtown area. He stated that staff can contact the businesses without ordinances through many sources (such as ABLA, Discover Anoka, or the Chamber of Commerce) and was not in favor of adding more ordinances.

Commissioner Dvoracek also believed that staff could contact the business owner if there is a problem identified rather than adding another ordinance.

Commissioner Peterson suggested that a procedure be identified that could be followed and a staff person could be identified that could monitor problems. He stated that he has never had a problem with the signs along Jackson Street. He stated that there is a need for the garbage cans and ash trays to prevent litter from the street area.

Mr. Lee stated that the sidewalks were widened to allow additional pedestrian movement and there needs to be direction on the mix allowed between signs and other items and pedestrians. He noted that if there is not an ordinance it can be seen as objective enforcement.

Commissioner Peters stated that there could be language included in a tenant's lease that would address the amount of signage and placement allowed.

Commissioner Dvoracek agreed that the issue should be dealt with locally as much as possible. He noted that if complaints arise then it could be taken further.

Mr. Lee stated that he did not want to wait for complaints to come in and would rather look at the issue proactively. He noted that other communities also use sandwich boards and he does not oppose those boards but simply wants to see it done tactfully.

Commissioner Swokowski stated that she would be more interested in the issue of table and chairs being allowed.

Mr. Lee replied that the Commission will discuss that issue at their next meeting. He noted that there is an ordinance that allows a business to utilize one third of the sidewalk up to three feet, noting that there has not been a problem thus far.

Commissioner Peterson referenced one or two businesses along Main Street that have a small table and chairs that have not been a problem.

Chairperson Kelly stated that there seems to be consensus that access should not be restricted and perhaps instead there should be discussion of how much space is needed for access.

Commissioner Peterson noted that there is already the limit of one third, or three feet of the sidewalk, and that information could be placed into a flyer and distributed to the businesses.

Mr. Lee agreed but noted that the problem that arises if that businesses are placing their signs further out away from the building rather than keeping the signs closer to the building. He agreed that the information could be developed into guidelines rather than an ordinance.

Mr. Borglund stated that when he worked in Forest Lake they had a similar issue and began with guidelines that evolved into an ordinance because business owners were critiquing each other and their application of the guidelines. He agreed that it would not hurt to start with something gentle and that could evolve into something further if needed. He noted that the business owners were involved in the creation of the ordinance in Forest Lake. He noted that the issue is not uncommon for cities.

Commissioner Redmann suggested that visibility be considered as well since that is an element of safety.

Mr. Lee agreed and noted that the reason the bump outs were created was to increase visibility of pedestrians but are now sometimes being used for sandwich board signs.

Commissioner Redmann stated that permanent landscaping can also be an issue with visibility, but acknowledged that is another topic.

Commissioner Peterson noted that monument signs and landscaping around the signs can be an issue with visibility. He stated that if a pylon sign is done correctly that can sometimes be a better choice.

Mr. Lee stated that the use of the sidewalk will be discussed at the next meeting to continue this discussion, with the last portion of the discussion centering on businesses that serve alcohol and whether patio type activity should be allowed on the public right-of-way.

**COMMUNICATIONS AND REPORTS:**

## Marketing and Communications Updates:

- Discover Anoka: Commissioner Peterson provided a brief update on recent events there were held. He stated that there was a planning meeting held earlier in the week which had great attendance, noting that they are looking to remarket Anoka. He stated that a Committee was created to bring ideas to the Discover Anoka group for a general marketing plan.

Chairperson Kelly asked if the group is funded by the business members.

Commissioner Peterson noted that ABLA contributes \$10,000 per year and the members of the group also have a monthly membership fee, noting that the fee is kept low to ensure that all businesses can participate.

- ABLA – May 3<sup>rd</sup> Meeting: Mr. Lee stated that the group met on May 3<sup>rd</sup> and he introduced Mr. Borglund to the group at that meeting. He advised that the Halloween Stamp event was discussed which will be held on September 29<sup>th</sup> at 11:00 a.m. He stated that ABLA also discussed the possibility of creating their own website and the group is working to determine how that would be maintained and updated.

- Celebrate Anoka Day – Annual Celebrate Anoka Day, September 12, 2016: Mr. Lee had nothing new to report but wanted to ensure that the event remains on the calendar for the Commissions. He stated that historically a coach bus was rented to visit the different sites in Anoka to highlight current development and available sites. He noted that although the bus tour was not held the previous year he believed that the tour would continue this year.

Commissioner Dvoracek believed that the event was held on a separate day from the golf event in the past.

Mr. Lee stated that staff would determine if it would be best to have the bus tour on the same day or a separate day.

Commissioner Thunder stated that she would prefer to keep the events separate as she does not golf.

Commissioner Dvoracek noted that keeping the events separate would also help to ensure that people are not choosing between the events and may increase participation.

## MISCELLANEOUS:

Transportation Services Brochure: Mr. Lee stated that at a previous meeting he mentioned the transportation services brochure that was developed in the past to highlight the transportation opportunities. He stated that the document was included in the Commission packet for review.

Commissioner Thunder asked how frequently the brochure is updated. She noted that often the people that use the document are not going online frequently to find information and therefore the paper document would need to be updated as well.

Mr. Lee noted that the document was updated four or five months ago and has been distributed to certain locations. He stated that he could have staff verify the information and update the brochure on an annual basis.

Other: Commissioner Peterson asked for an update on real estate brokers and marketing of City owned properties.

Mr. Lee provided an update.

Mr. Borglund stated that the City is currently working with three firms that have about six properties each. He noted that the HRA has decided to hold their properties for the time being.

Discuss Next Agenda - June 9, 2016: Mr. Lee noted that the downtown signage and use of the sidewalk discussion will be continued at the June meeting.

Commissioner Peters asked if there has been any discussion with the liquor store regarding the potential of Sunday sales being passed through the legislature.

Mr. Lee stated that the liquor store manager does not believe that there will be increased sales but noted that the store would need to remain open on Sunday in order to be competitive.

Commissioner Swokowski asked if there is a cost analysis that has been done for other states that have Sunday liquor sales to show business owners, as that could ease some concerns and help guide decisions.

Mr. Lee stated that the municipal liquor store would be open if Sunday sales are allowed, whether they are making money or not, in order to remain competitive and retain customers.

September 2015 EDC Meeting - Cablecast: Chairperson Kelly stated that he wants to ensure that the items that will be discussed will fit within the typical 90-minute timeframe for the meeting.

Mr. Lee agreed that the agenda is becoming larger and may need to be pared down.

Chairperson Kelly stated that the update from Open to Business could be made at a regular Commission meeting rather than including that in the cablecast meeting.

Commissioner Thunder noted that cablecast meetings typically run quickly because the Commissioners often have less discussion and comments because of the camera and therefore the presentations are helpful. She noted that a time limit could be set for presenters.

Chairperson Kelly stated that the Open to Business update could still be moved to a regular Commission meeting, noting that the most important item in his opinion would be TIF.

Commissioner Peters stated that he did a presentation for his masters on TIF and could provide that as well. He agreed to send it to Mr. Lee.

Mr. Lee provided an update on an upcoming expansion for Vista Outdoor. He advised that MnDOT has secured funding for a study to determine what would be needed to create a grade separation for the railroad crossing at Ferry Street, which is the highest ranking crossing in the state of Minnesota. He stated that the study should be completed by August of this year and if it is feasible MnDOT would continue right into the design phase.

Group Picture: The Commission took a new group picture following the meeting.

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

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

CITY OF ANOKA  
ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
JUNE 9, 2016

Call to Order: Acting Chairperson Fahnhorst 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 Cotten, Dr. Gene Dvoracek, Gary Fahnhorst, and Jessica Thunder. EDC members absent were: Tracy Kelly, Jason Peters, Andy Peterson, Tom Redmann, and Kelsey Swokowski. Staff present: Deputy Community Development Director Doug Borglund.

Approval of Minutes: The minutes were tabled until the next month.

OLD BUSINESS:

Projects Update: Mr. Borglund reported that the Eagle Brook Church project, which is the former K-Mart building, has gotten started and is moving along. He noted that the Volunteers of America (VOA) Homestead had a target completion of spring 2016 and advised that the site will soon hold a ribbon cutting. He advised that some streets near the Walker Methodist project have been closed for the completion of the skyway and advised that the project continues to move forward, noting that staff has been working with them on the landscaping plan and the project is on target to open this summer. He stated that building permits continue to be pulled for Rum River Shores. He stated that Vista Outdoors is planning a 61,000 square foot expansion, noting that the project received approval from the Planning Commission and will be on the next agenda for the City Council. He confirmed that the expansion will be attached to the existing building. He stated that the project is tied to the Greenhaven Parkway project as the City is exchanging some land to be used for the road project which will take place in 2017. He stated that the City would like to have the cell phone tower site develop into townhomes along with the Greenhaven Parkway project next year, noting that he has begun to reach out to developers to determine interest in the project.

What is the timeframe for the Riverplace Project?

Mr. Borglund stated that he was unsure of the target completion date but assumed that it was summer. He stated that Riverplace Counseling Center is well underway, noting that footings have been poured and framing is beginning. He stated that the closing took place and the acquisition of the exiting location is complete.

What is the total square footage being constructed and how many units?

Mr. Borglund replied that there would be 9,000 square feet of office and ten townhomes. He noted that perhaps this winter, once the relocation is complete, some of the existing buildings will be torn down. He explained that there was a leaseback option in the

closing which allows the business to continue to operate in the existing location that the City now owns until their new construction is complete. He stated that the parking lot adjacent to City Hall is about one week from completion and will be a great improvement.

Will the new parking lot continue to be used for community events?

Mr. Borglund stated that there will be electric available and places to anchor tents so that the lots can be used for events.

Mr. Borglund reported that the closing took place on the Gladstone Senior Cooperative the past week, noting that construction would begin by November 1<sup>st</sup>. He stated that the developer is excited to get started and is doing well with their sales, noting that the developer is about four or five units short of their target sales. He stated that the building would be three stories and approximately 44 units.

Could we have a discussion to discuss the difference between a Coop and Condo?

Mr. Borglund replied that the Champlin project is United Properties, Applewood Pointe which is a cooperative. He stated that he could provide additional information in the next packet which compares senior condominium ownership and a senior cooperative.

Acting Chairperson Fahnhorst stated that the biggest complaint he has heard about condominium ownership is the association fee.

Mr. Borglund stated that it is always the hope that the community would like to age in place. He stated that having a variety of housing products in the community would provide people with the option to remain in the community as they age and their housing desires/needs change.

City of Anoka Marketing – Development Opportunities Booklet Update: Mr. Borglund stated that there was a comment at the last meeting about adding links to the County information and noted that the links have been added to the online booklet.

2016-2017 Goals Update/Recap: Mr. Borglund noted that he added this item to the agenda in order to review and determine where the Commission is on some of these items. He referenced the signage plan and asked for information on where the progress is at this time.

#### **Commission comment**

Acting Chairperson Fahnhorst stated that he believed that some things were already happening in regard to signage as the signs are being updated in conjunction with development or projects in those areas.

Mr. Borglund confirmed that the signage is an ongoing project.

### Commission discussion

Mr. Borglund briefly reviewed the list of goals and the Commission provided an update on the status of each item or contacts that they may have for Mr. Borglund to reach out to.

Development Property Listings Update: Mr. Borglund reviewed the different members of the planning department staff and which duties they are responsible for. He also reviewed the different real estate brokers that the City is working with to market the different properties included on the marketing brochure, noting that he has asked the different brokers to provide monthly update. He noted that he will also provide updates to the Commission.

### NEW BUSINESS:

Use of Public Sidewalks: Mr. Borglund stated that this item primarily affects the downtown area. He noted that as weather warms up and summer arises some businesses will begin to put out tables and chairs on the sidewalk. He stated that there has been discussion on how public right-of-way is used and what is appropriate. He noted that there are a separate set of rules of outdoor consumption of alcohol. He stated that included in the packet were photographs of situations currently existing in Anoka where the public right-of-way is being used by a business.

### Commission question

Mr. Borglund replied that there is really nothing that addresses those types of issues currently.

### Commission discussion

Mr. Borglund stated that the idea is to establish some kind of standards so that if an issue arises there are standards that can be used to assist. He noted that currently sandwich boards are prohibited but signs that are being used.

### Commission comment

Mr. Borglund replied that the City Council will also discuss use of public right-of-way and signage at their workshop on June 27<sup>th</sup>.

### Commission comment

Mr. Borglund stated that staff would not be walking the street looking for violations but would use the standards as a guide in the case that something does need to be addressed. He noted that sometimes in the fall items are not removed from the sidewalk and then freeze to the sidewalk. He stated that the standards could include a timeframe as items

would need to be removed for the winter season to allow for shoveling and so that they do not cause a slipping hazard when freezing and melting occur.

#### Commission comment

Mr. Borglund noted that this is all discussion and the Council will also have their discussion to help guide the direction staff will go with this.

Commissioner Dvoracek commented that ABLA should be brought into the discussion as well.

Mr. Borglund stated that the issue with sandwich signs was discussed at the ABLA meeting and agreed that this item could also be discussed with ABLA. He stated that whichever direction this item moves it would be nice to have standards in place to assist.

#### Commission comment

Mr. Borglund replied that a lot of downtown areas share the same challenges.

Acting Chairperson Fahnhorst asked if there is a timeline after the Council discussion. Mr. Borglund stated that staff is not sure the direction this will take but noted that he will continue to keep the Commission updated.

Business Visit List 2016: Mr. Borglund stated that he reached out to Mr. Thorvig to better understand how the list was developed and Mr. Thorvig explained that the Commission developed a list of businesses to visit each year. He noted that his intent for placing this item on the agenda was to determine what had been done on the list.

#### Commission discussion

Mr. Borglund replied that he will follow up with Ms. Bowman to gain her input on the progress made on the list of business visits.

#### COMMUNICATIONS AND REPORTS:

##### Marketing and Communications Updates:

- Discover Anoka: Mr. Borglund stated that there has not been a recent meeting.
- ABLA – June 7, 2016 meeting:
- Anoka County Brokers Event – October 18, 2016 from 9:00-11:00 a.m.:

#### MISCELLANEOUS:

Discuss Next Agenda: July 14, 2016.

June 1, 2016 Chairpersons Communication Board Meeting:

September 2016 EDC Meeting – Cablecast meeting:

Adjournment: The meeting was adjourned upon a motion by Commissioner \_\_\_\_, a second by Commissioner \_\_\_\_, and a unanimous vote of those present at 8:55 a.m.

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

CITY OF ANOKA  
ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
JULY 14, 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, Jason Peters, Andy Peterson, Tom Redmann, and Kelsey Swokowski (7:32 p.m.). EDC members absent were: Jerry Cotten, Dr. Gene Dvoracek, and Jessica Thunder. Staff present: Deputy Community Development Director Doug Borglund and Associated Planner Chuck Darnell.

Approval of Minutes: MOTION BY COMMISSIONER FAHNHORST, SECONDED BY COMMISSIONER REDMANN, TO APPROVE THE MINUTES OF THE MAY 12, 2016 EDC MEETING, AS PRESENTED. MOTION CARRIED.

Mr. Borglund noted that the recorder only picked up his voice the previous month and therefore there are some gaps in the minutes. He stated that there was not a quorum present at the meeting and therefore the brief minutes will be sufficient.

Commissioner Swokowski arrived.

Commissioner Fahnhorst stated that he was the Acting Chair for this meeting and believed the minutes to be accurate. He stated that in reference to the highlighted items he would leave the "Commission discussion" as is and for the motion to adjourn he noted that the motion was made by Commission Thunder and seconded by Commissioner Dvoracek.

It was noted that the June 9<sup>th</sup> minute approval would be delayed until additional Commissioners are present that were at the meeting.

**OLD BUSINESS:**

Projects Update: Mr. Borglund noted that a list of current construction projects was listed in the last Commission packet, noting that he could answer any questions the Commission may have. He stated that Walker is moving ahead and going well, VOA held their groundbreaking, the new City Hall parking lot was recently used for River Fest, and the Gladstone project hopes to start later this year.

Commissioner Fahnhorst stated that he has seen construction on the new Riverplace site and asked when you would see anything done at the Ferry Street location.

Mr. Borglund replied that the business will utilize the current facility on Ferry Street until the new site is move in ready.

Mr. Darnell stated that he believed the plan is to demolish most, if not all, of the existing Riverplace buildings along Ferry Street.

Mr. Borglund stated that some of the footings may be left in place for riverbank stabilization.

Business Visit List 2016: Mr. Borglund stated that he would appreciate input from the Commission as to businesses that the Commission would like to visit.

Chairperson Kelly stated that a list was created the previous year of possibly businesses. He volunteered to assist in the process, noting that a Subcommittee created the list based on projects going on in the community and businesses that had not been visited for some time. He stated that the list could be revisited and reviewed.

Commissioner Peterson agreed that the list should be re-evaluated and perhaps some local businesses that are involved in the leadership of Discover Anoka should be visited to help provide that introduction to Mr. Borglund. He stated that perhaps some members of ABLA would be helpful as well.

Mr. Borglund stated that he attended the May and June ABLA meetings but noted that he could also attend a Discover Anoka meeting.

Commissioner Peterson stated that meeting with some of those business owners in person outside of a meeting would also be beneficial.

Commissioner Redmann stated that businesses that have shifted to a more prime location would also be beneficial to provide input on the process and whether they see a benefit from the move.

Chairperson Kelly stated that there should be a clear purpose for the visits in order to make the meeting count.

Mr. Borglund agreed that the focus should be on quality rather than quantity.

Chairperson Kelly stated that he would like to start with the list that was created the previous year and suggested that the Business Visit Subcommittee review that list.

Use of Public Sidewalk and Public Space Update: Mr. Borglund stated that the City Council held a workshop at the end of June to discuss public sidewalks and use of public space. He explained that currently merchandise can be displayed within three feet of the building area within the downtown area but noted that there are additional items that show up. He stated that the direction was to include the other items being utilized (seating, benches, planters) and include suggestion for those items. He stated that the other discussion focused on outside seating that may involve alcohol and noted that there are different regulations for that because of the alcohol. He advised that the Council

provided direction for staff to follow in order to create possible ordinance language to allow that type of use with regulation.

Commissioner Fahnhorst asked if staff is using the ordinances of other cities as guides.

Mr. Borglund confirmed that this will be a matter of research and then fitting the language to what would work within Anoka.

#### NEW BUSINESS:

Coop vs. Condo – Robin Krueger from Hearth Development/Gladstone: Mr. Borglund introduced Robin Krueger from Hearth Development which is involved in the Gladstone project.

Robin Krueger stated that this is an exciting time as they are getting close to the time of development. She explained that cooperatives do pre-marketing because of the type of financing used. She stated that a mailing list is purchased for a five-mile radius around the development site and noted that there are 13,000 seniors in the City of Anoka. She explained that a cooperative is structured in a way that everything inside and outside is maintenance free. She stated that if an appliance breaks the cooperative replaces that item. She explained that when people buy into a cooperative they purchase a share which gains a one percent amortization per year which means that people are not losing money while they are living in the cooperative and will receive those funds when they sell their share. She noted that there are also amenities (exercise room, guest room, woodshop, and craft room) and community events. She provided additional details on the share and purchase process. She explained that a cooperative is not memory care or assisted living but vibrant seniors that want to sell their home and travel or have less maintenance responsibilities. She stated that there is a monthly fee that includes additional aspects such as the mortgage, internet, lawn service and several other elements. She explained that there is a Board composed of members and the management company would then negotiate for the service and maintenance contracts.

Commissioner Fahnhorst asked if there would be capital gains.

Ms. Krueger stated that she is unsure but will follow up with that answer.

Chairperson Kelley confirmed that when people buy into the cooperative they pay the 40 percent of the value of their unit and then pay a monthly fee each month for the 40 years.

Ms. Krueger stated that when people leave their homes to go into the cooperative a big aspect is the safety; that they can leave for months to go to Florida and their unit is locked, in a secure building with video cameras and they will not need to worry about maintenance. She explained that the goal is never to pay off the master 40-year mortgage, as the building can be refinanced along the way to refinance updates to the building. She clarified that the maintenance and utilities are all bundled together in the monthly fee with the exception of electric and landline telephone service.

Commissioner Fahnhorst asked if people are obtaining loans from the bank to buy into the cooperative.

Ms. Krueger stated that some people have enough equity in their homes when they sell to simply buy their full 40 percent share. She explained the process for selling a unit, noting that the first step would be to tell the management company that you want to sell and they would first ask if any current members would like to move, noting that if there are no interested parties there is a waiting list that the Board would go to for a purchaser.

Mr. Darnell asked if sellers then receive their 40 percent share back when they sell.

Ms. Krueger stated that the member would receive their share plus the one percent amortization and their portion of the mortgage. She explained the difference between a cooperative and a condo. She stated that in a condo or townhouse everything inside the unit is your responsibility while in a cooperative there is no maintenance required.

Commissioner Peterson asked the average span of an owner.

Ms. Krueger stated that the average age for this building is 74 or 75 and some in their early 80s, noting that they are all very vibrant people. She stated that she does meetings every single month and is holding one the following Monday at Greenhaven. She invited interested staff and Commissioners to attend to learn more information.

Home Occupation/Accessory Structure Ordinance Update – Chuck Darnell: Mr. Lee introduced Associate Planner Chuck Darnell.

Mr. Darnell stated that recently the City considered a request for a home occupation in a carriage house. He explained that the current code allows for home occupation within a home but can be allowed within an accessory structure through an interim use permit. He stated that ultimately the Council denied the request because the use would not be interim and then directed staff to review the home occupation and accessory structure ordinances. He stated that staff brought back additional options to the Planning Commission and City Council and ultimately the decision was made to not change the ordinance as home occupation should be allowed within homes but should not compete with the business district. He reviewed some of the discussion and concerns that the Planning Commission had regarding this item, specifically the impact that running a business from an accessory structure could have on the property, neighboring property owners and community and therefore recommends not allowing home occupations in accessory structures.

Mr. Borglund used an example of someone that makes homemade cribbage boards as a hobby and then sells ten of them on Craigslist and asked if that would be considered a home business.

Mr. Darnell stated that hobbies are allowed and that type of activity would not bring business to the home and would not create an impact on the community and therefore

would be allowed. He discussed the cottage food law which specifies that individuals can create food in their home and sell directly to individuals, using the example of a farmers' market. He noted that item will be considered by the Planning Commission and staff will recommend approval of that type of small scale food production in the home.

Chairperson Kelly stated that he agrees that people should not be allowed to run a full commercial business on a residential space as that would create unfairness. He stated that he would support the small businesses where people are building handmade things like cribbage boards and selling them. He stated that he would want to see that the ordinance is made clear as to what is allowed and what is not; specifically, the difference between hobby businesses and a full small business. He stated that people are becoming more entrepreneurial, using the internet, and he would want to ensure that could continue.

Commissioner Peterson stated that the distinction would be the disruption of the neighborhood and believed that staff, the Planning Commission, and City Council did a great job reviewing the ordinance. He stated that neighbors tend to help regulate.

Mr. Borglund provided examples, such as a man that had a lawn care business through his home where he stored equipment and his five employees reported to each day. He provided another example of a lawn care business where large equipment and piles of sand and salt were stored. He noted that those uses change the character of the property and intended use.

Mr. Darnell agreed that perhaps the hobby portion could be further defined. He noted that there is opportunity to run a home business as long as the allowed activity is occurring within the dwelling. He estimated that the item would go before the Planning Commission for formal action in August and then would follow to the City Council for two readings.

Drug Paraphernalia Ordinance Update – Doug Borglund: Mr. Borglund stated that the City is looking to adopt a drug paraphernalia ordinance because there are businesses in the community that sell what could be drug paraphernalia. He stated that the first reading will come before the Council the following week. He stated that a copy of the draft ordinance has been sent to businesses with tobacco licenses and retail items that would fall into the drug paraphernalia category. He stated that while some of the products can be used with tobacco you could use those materials for drug use.

Commissioner Peters stated that you could make the argument that many household items could be used for alternate "drug" type activities.

Chairperson Kelly noted there are states that have voted to allow recreational marijuana and asked if the ordinance would change, if that change were made in Minnesota.

Mr. Borglund confirmed that changes to State law would be reacted to by the City and ordinances would be updated.

Chairperson Kelly stated that he visited some of these businesses, noting that while most specifically posted that the retail items are specific for tobacco use but another business clearly marked that the items are used for marijuana. He stated that it felt uncomfortable and asked if there are standards for that.

Mr. Borglund stated that the City does not have control over the presentation of product and perception. He stated that clearly paints the picture that these materials are used outside of tobacco use.

Commissioner Peterson stated that this is a message that the City wants to send and then would need to decide after that time whether they would pursue that in court.

Mr. Borglund stated that there is a positive track record with this type of ordinance. He stated that if changes are made in State law, that would be a different discussion.

Celebrate Anoka Day 2016 – Doug Borglund: Mr. Borglund stated that there was a meeting that discussed the event at the end of June, noting that the event will be held on September 12<sup>th</sup>. He encouraged Commissioners to participate and/or encourage business owners to participate. He stated that there has been a downslide in the participation of this event and stated that staff is attempting to increase that participation.

Commissioner Fahnhorst stated that the event was previously heavy on economic development with golf as a side note but noted that has changed.

Commissioner Peterson agreed that the event was previously business appreciation day and was then switched to celebrate Anoka day in order to increase the list of invitees.

Commissioner Fahnhorst stated that after this year's event the recommendation is that the EDC review the event to determine if the event should continue. He stated that the EDC sponsors a hole for the event.

**MOTION BY COMMISSIONER FAHNHORST, SECONDED BY COMMISSIONER REDMANN, FOR THE EDC TO CONTINUE TO SPONSOR ONE HOLE FOR THE EVENT, AS THE GROUP HAS DONE IN YEARS PAST, WITH THE CITY PAYING FOR THE \$100 SPONSORSHIP.**

Further discussion: Chairperson Kelly stated that if this has been done in years past he would agree with it but noted that he is a little uncomfortable saying that the City should pay the \$100 fee.

Commissioner Fahnhorst stated that the EDC has done this for the past 12 years.

Commissioner Peterson stated that because the EDC sponsors this event perhaps the sponsorship should be provided at no charge.

**MOTION FAILED 1-5. (AYES – FAHNHORST)**

The consensus of the Commission is to sponsor a hole but to table action on this item until staff can investigate how this has been done in the past, whether the City has paid the fee or whether the EDC receives their sponsorship at no cost.

#### COMMUNICATIONS AND REPORTS:

##### Marketing and Communications Updates:

- Discover Anoka: Mr. Borglund stated that notes from the June meeting were provided in the packet.

Commissioner Peterson stated that there was a July meeting where the leadership was appointed. He noted that River Fest was very successful this year with 20,000 to 25,000 people attending, which makes this the second biggest event outside of Halloween. He stated that the group will discuss how to proceed, whether it should continue to grow or whether another event should be created. He stated that Discover Anoka is also pursuing additional membership. He stated that the financial report was reviewed and the budget for the next year was approved.

- ABLA – July 2016, no meeting: Mr. Borglund noted that there was not a July ABLA meeting.

Commissioner Redmann left the meeting at 9:08 a.m.

#### MISCELLANEOUS:

Discuss August Agenda: Mr. Borglund stated that perhaps there will be additional discussion regarding the City's liquor store.

Chairperson Kelly stated that he would not be able to attend the August meeting.

Commissioners Fahnhorst and Swokowski replied that they would also not be in attendance.

Mr. Borglund replied that he will send out an email to determine if there would be a quorum available for that meeting.

##### 2016 EDC Meeting - Cablecast:

Adjournment: The meeting was adjourned upon a motion by Commissioner Fahnhorst, a second by Commissioner Swokowski, and a unanimous vote of those present at 9:10 a.m.

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



**Hole Sponsor  
proceeds benefit  
the Gary Stout  
Memorial  
Scholarship Fund**

**Scholarships are awarded to one  
or more graduating students from  
Anoka High School.**

Gary Stout served the city of Anoka as a development consultant from 1984 to 1997, first working on projects such as Walker Plaza Apartments and the Federal Cartridge and Hoffman expansions.

During 1994-1997, he led development of the Anoka Enterprise Park. Today, the park is home to more than 70 companies employing 2,400 people in 2.6 million square feet of space. This development transformed Anoka's economy.

In the midst of this project, Gary passed away. In recognition of his service, the City dedicated a storm water pond and surrounding trail in the Anoka Enterprise Park in his name and memory. Gary's influence on Anoka continues with more than \$40 million in tax revenues from the Anoka Enterprise Park having financed other projects within Anoka. He, too, made Anoka what it is today!

Please help maintain Gary Stout's legacy by sponsoring a hole for the Gary Stout Memorial Scholarship Fund.

**THANK YOU!**

**Thank You Sponsors!**

**TITLE SPONSOR**

Seeking Title Sponsor

**Putting Green Sponsor**



**Electronic Scoreboard Sponsor**

Seeking Scoreboard Sponsor

**Hole Sponsors**

Seeking Hole Sponsors

**Door Prizes**

Seeking Door Prizes

**Schedule of Events**

- 12 p.m. Registration**
- 1 p.m. Shotgun Start**
- 5 p.m. Appetizers, Prizes & Golf Awards**



**33rd Annual  
Celebrate Anoka  
Day**



**Monday, Sept. 12, 2016**

**Green Haven Golf Course  
& Event Center**

**2800 Greenhaven Rd., Anoka**

# CELEBRATE ANOKA DAY



Tee up for fun at Green Haven Golf Course!  
Take part in "Celebrate Anoka Day" - a day in which we celebrate all things that make Anoka what it is today! Join us if you love to golf, want to showcase your business or organization, or just get in on the fun.

## Golf Scramble

- ◆ Shotgun Start: 1 p.m.
- ◆ Limited to 128 players
- ◆ Angels and Demons format
- ◆ On-course activities

## Evening Program

- ◆ 5 p.m. Appetizers | Prizes | Golf Awards

**Showcase your business/  
organization with a display on a tee  
or near the clubhouse.  
Make it memorable -  
add a unique activity!**

## Tournament Guidelines

To provide an enjoyable time for all, please observe all prevailing rules and regulations regarding the use of the golf course, personal conduct, dress code, and golf play. Selling of products or promotion for political gain is prohibited. At its sole discretion, the City of Anoka reserves the right to approve all registrations and activities on the golf course.



## Title Sponsor - \$1,000

Guarantees name placement on event literature and signage.

## Putting Green Sponsor - \$200

Name placement on event literature and signage on putting green.

## Electronic Scoreboard Sponsor - \$200

Name placement on event literature and electronic scoreboard which displays scores during the banquet along with your logo, photos, and message.

## Gary Stout Memorial Scholarship Fund

### Hole Sponsor - \$100

Name/logo placement on a tee sign  
(table & chairs available upon request)

### Door Prizes Needed

Please consider donating a door prize to add to the fun and promote your business!

## Questions?

Call Larry Norland, Golf Manager  
763-576-2971



## REGISTRATION FORM

Register online or via mail by Sept. 2. First 128 players.

### Please check all that apply:

- Title Sponsorship (\$1,000)
- Putting Green Sponsor (\$200)
- Electronic Scoreboard Sponsor (\$200)
- Hole Sponsor (\$100) - Gary Stout Memorial Scholarship
- Door Prize (s) Donation

Name \_\_\_\_\_

Business/Org. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### The other 3 people in my 4-person team are:

Name:

Name:

Name:

### Payment Information *(All prices include sales tax & gratuities)*

\_\_\_\_\_ x \$50 Golf & Appetizers = \$ \_\_\_\_\_

\_\_\_\_\_ x \$5 Mulligans (up to 4) = \$ \_\_\_\_\_

\_\_\_\_\_ x \$22 Appetizers only = \$ \_\_\_\_\_

\_\_\_\_\_ 20 Drink Tickets for \$100 = \$ \_\_\_\_\_

**Sponsorship Total** = \$ \_\_\_\_\_

**Total** = \$ \_\_\_\_\_

### Register online at [www.greenhavengolfcourse.com](http://www.greenhavengolfcourse.com)

OR via mail with one of the following:

Check enclosed (payable to Green Haven Golf Course)

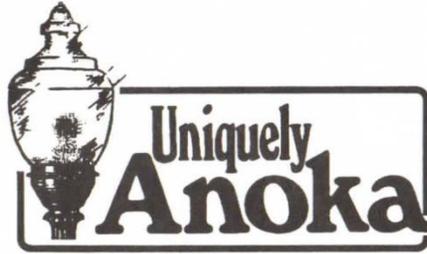
Credit Card

American Express  Discover  Visa  MasterCard

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail Registration Form with Payment to:  
City of Anoka • Attn: Larry Norland  
2015 First Avenue North, Anoka, MN 55303**



**Anoka Business & Landowners Association  
Board of Directors Meeting Notice  
Tuesday, September 6th, 2016  
7:30 a.m. at the Association Office  
12 Bridge Square, Anoka**

**Agenda**

**Call to order the meeting** of the ABLA Board of Directors-President Peter Beberg

**Meeting Minutes**-Approval of the August 2, 2016 Board of Directors Meeting Minutes-Peter Beberg

**NEW BUSINESS:**

- A. Business Uses or Non-Uses in the CBD Directive to Council-Peter Turok
- B. Halloween Stamp Event Update-Peter Turok
- C. Gray Ghost Run Committee Update-Peter Turok
- D. Update on downtown Police Presence-Officer Paul Schley

**OTHER BUSINESS:**

- A. Development News- Doug Borglund
- B. Other Business-

If you have any questions about this meeting, please contact the Anoka Business & Landowners Association office at 763-421-0083.

***Mission Statement of the Anoka Business & Landowners Association***

***The Anoka Business & Landowners Association is organized and shall be operated exclusively for the purpose of revitalizing and maintaining a healthy business climate in the City of Anoka. To achieve this mission, the Anoka Business & Landowners association will be an active voice of advice and advocacy representing Anoka's business and landowner's interests.***

# Executive's Update

*Ah, September. When the kids get back to school and the world gets back to normal! A reminder that this meeting will be the day after Labor Day.*

*See you on September 6th!*

**Business Uses or Non-Uses in the CBD Directive to City Council-**The ABLA Board has been asked to weigh in your thoughts about the types of uses or non-uses the city council should consider. Example; limiting tattoo shops, tobacco shops, etc.

**Halloween Stamp Event Update-**The event is getting closer. I'll update.

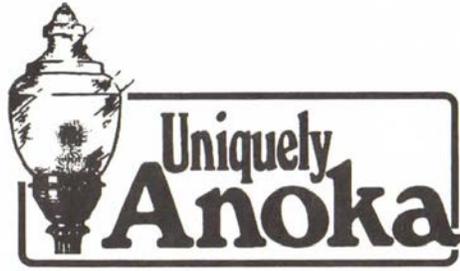
**Gray Ghost Run Committee Update-**The group continues to meet. Great news, we can get an Extra Small shirt size!! At least that is the way we will label it. I'll update.

**Update on Downtown Police Presence-**Officer Paul Schley will update the Board on how things are going downtown.

**Development News-**Doug Borglund 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 Business & Landowners Association  
Meeting Minutes  
August 2, 2016**

**Present:** Peter Beberg, Steve Jenson, Laura Johnson, Dick Mussell, Jim Neilson, Dan Pinewski, Tiffany Talbot.

**Absent:** Mike Cofrin, Kathy Kujawa.

**Guests:** Doug Borglund, Jeff Weaver.

**The regular ABLA Board meeting** was called to order by President Peter Beberg.

**The Meeting Minutes from the June 7, 2016 Board of Directors meeting** were discussed. Dick Mussell made a motion to accept the minutes as presented. Jim Neilson seconded the motion. All ayes.

**New Business:**

**ABLA Space Web Site Discussion-**Peter Beberg stated that, per the last Board meeting, it was time for the Board to decide whether to move forward with the ABLA Space Web Site. He updated the Board on the parameters of the proposal for the site. Discussion was held. Peter Turok stated that the Chamber has had a space list for many years. It is given out to anyone requesting space in our area, not just Anoka. Tiffany Talbot stated that social media is the way younger people look for things and that would be one way to go at a much less cost. Discussion continued. Peter Turok suggested that we put the web site on hold for now and proceed with the setup of social media for now. Discussion was held. Dick Mussell made a motion to approve up to \$300 to engage Lexica Communications or whomever to set up ABLA social media. Jim Neilson seconded the motion. All ayes. Peter Turok stated he would get this going and report back to the Board on the progress.

**Halloween Stamp Event Update-**Peter Turok stated that the committee continues to work on this event set for Thursday, September 29<sup>th</sup>. Final details are coming together. More at upcoming meetings.

**Gray Ghost Run Committee Update-**Peter Turok stated that the Gray Ghost Run Committee has begun to meet and plan the event set for October 29<sup>th</sup>. Discussion was held concerning the shirt sizes. There seems to be more children running the race the past few years and adult shirts are just too big. Peter Turok stated that he had asked the shirt provider if they make an extra small and they do not. Discussion was held. Peter Turok stated he would see if a large children's shirt is available in the same style and order 100 of those should they be available. Tiffany Talbot asked if there was a family rate or children's rate ever offered. He stated that there has not been any of those rates offered in the past. He added that he would bring up the issue with the

North Suburban Striders to see if they would like to make that change. Peter Turok stated he would update the Board on the event at the next Board meeting.

**Other Business-**

**Development News-**Doug Borglund from the City of Anoka updated the Board on happenings in Anoka.

Mr. Borglund stated that Eagle Brook Church building work continues on the old Kmart site. A March 2017 open date is projected.

He stated that Walker Methodist will hold a ribbon cutting on September 15<sup>th</sup>. He added that one million is going into the existing building with new windows, etc.

Mr. Borglund stated that Rum River Shores building has slowed some which is normal heading into the fall.

He updated the Board on Vista Outdoors as their 50,000 square foot expansion is on hold for now.

Mr. Borglund stated that construction on the River place Counseling Center's new buildings on Highway 10 continue.

He stated that construction at the Anoka County Courthouse continues. Work on the sprinkler systems and court rooms are being done.

He update the Board on the council action to approve the purchase and then sale of properties at 205 & 207 Fremont in Anoka. Those two properties are part of the River Place Counseling Center.

Finally, Mr. Borglund stated that the 2<sup>nd</sup> reading of the drug paraphernalia ordinance was approved by the city council. The police department is now putting together the plan to implement it.

**Other Business-**

Peter Turok updated the Board on the upcoming Anoka Riverfest set for July 9<sup>th</sup>.

Dan Pinewski asked if it would be possible to receive a calendar of what is happening in our area during the year.

Tiffany Talbot asked about Heidi Brownlee and her townhouse project. Clark Palmer stated that she continues to pursue that project with the city.

With no further business, the meeting was adjourned on a motion by Jim Neilson and seconded by Laura Johnson. All ayes.

Respectfully submitted,

Peter Turok  
Executive Secretary  
Anoka Business & Landowners Association