



**City Council - Worksession**  
**Monday, June 27, 2016 - 5:00 p.m.**  
**Council Worksession Room**  
*(meeting will not be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL BUSINESS and/or DISCUSSION ITEMS**
  - 3.1 Discussion; Trunk Hwy 10 Anoka Solution Implementation Plan.
  - 3.2 Discussion; Amendments to City Code related to Use of Sidewalks and Public Spaces.
  - 3.3 Discussion; City Sponsored Special Events; - Future Vision.
  - 3.4 Discussion; City Communications.
  - 3.5 Discussion; Temporary Family Healthcare Dwellings, Opt-out Ordinance.
4. **ADJOURNMENT**

# COUNCIL WORKSESSION MEMO

3.1

Meeting Date	June 27, 2016
Agenda Section	Council Discussion
Item Description	Trunk Highway 10 Anoka Solution Implementation Plan
Submitted By	Greg Lee, City Manager

## **INTRODUCTION**

The Trunk Highway 10 Access Planning Study was completed in September 2014. On November 3, 2014 the City Council accepted the Trunk Highway 10 Access Planning Study with some noted concerns in regards to the implementation of the various projects that make up the study.

On July 6, 2015, the City Council adopted a resolution approving the Anoka Solution Plan for Highway 10.

## **DISCUSSION**

Staff has been working with our engineering consultant, Bolton-Menk, to develop an overall implementation plan for the Trunk Highway 10 Anoka Solution. See attached map plan. This implementation plan has also been incorporated in to the City of Anoka's Capital Improvement Program. See attached sheets.

The question staff wants to pose to the City Council at this worksession is: "Does the City Council want the City of Anoka to take the lead and start applying for funding for the Fair oak / West Main Street Project on Highway 10 (Project D of the plan). The process to solicit federal grant funds for a project of this type is currently underway and applications are due July 15, 2016. The maximum grant is \$7M for this \$33.3M project. This would be seed money with the plan to seek other funding sources as they become available. This is how the funding plan for the TH10/Armstrong Interchange was initiated. In that particular case, the City of Ramsey contributed \$2.0M to the \$42.0 M overall project. Staff would recommend that it is made clear to all that Anoka's maximum contribution to this project would also be \$2.0M.

Eric Johnson and Joe Rhein of Bolton-Menk will present this work session to address any questions the Council may have on the Trunk Highway 10 Anoka Solution Plan or the federal grant solicitation process.

## **COUNCIL DIRECTION REQUESTED:**

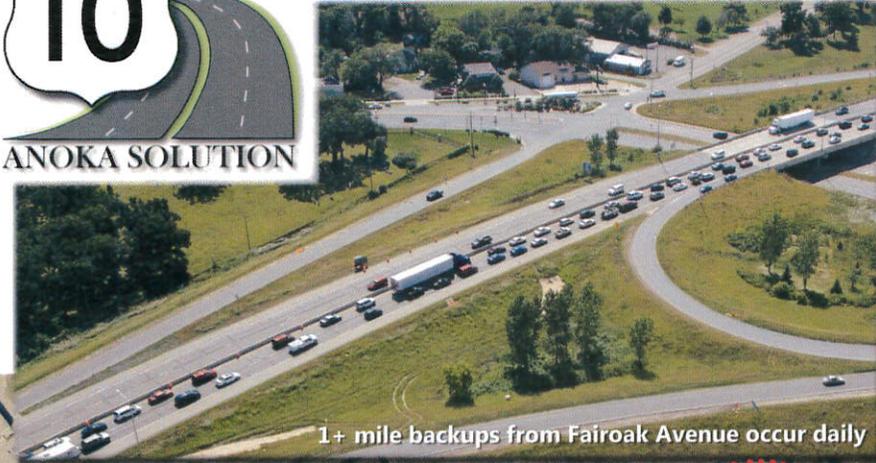
Staff is seeking direction on the Implementation for Trunk Highway 10 Anoka Solution Plan. Specifically, staff is seeking direction as to whether the City Council wants the City of Anoka to take the lead and start applying for funding for a Fair oak / West Main Street Project on Highway 10.



# Anoka Solution



ANOKA SOLUTION



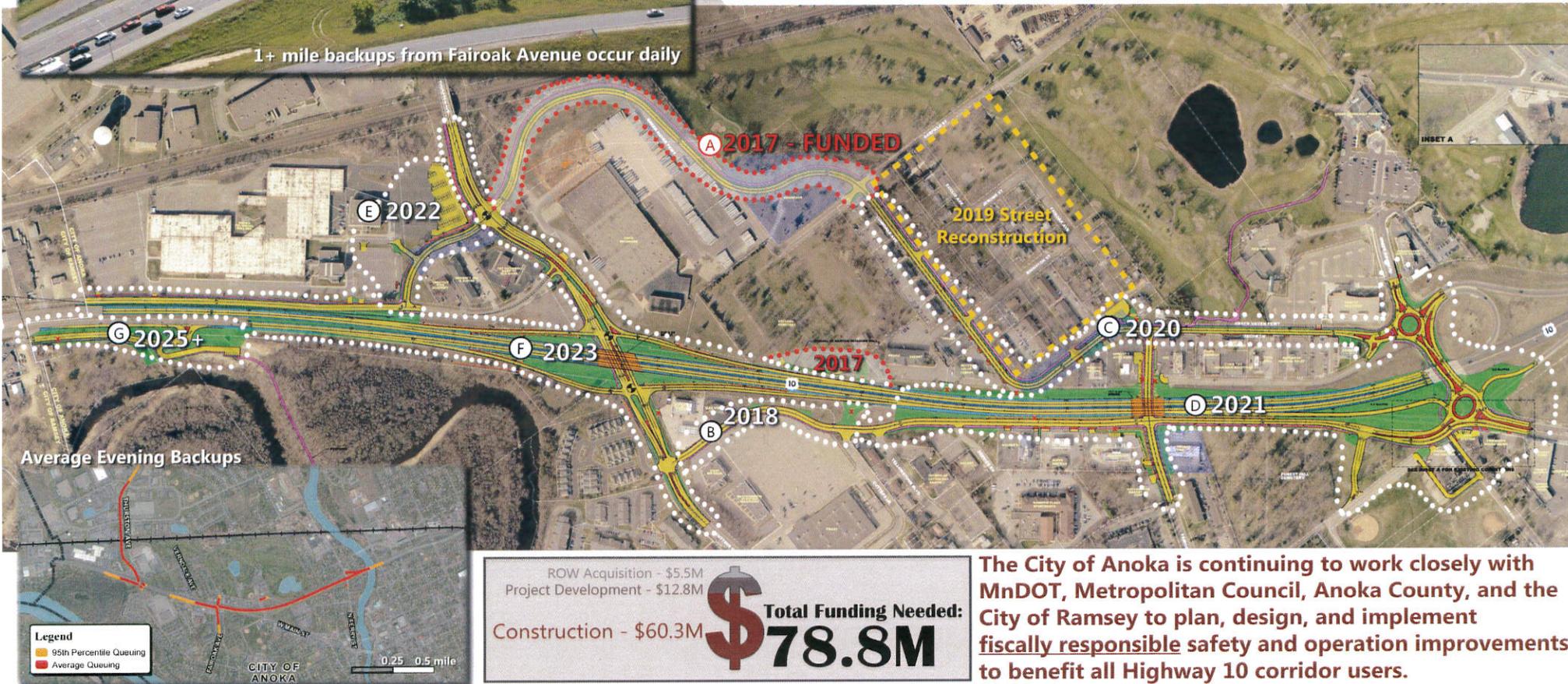
To reduce crashes and improve mobility issues, it is reasonable and responsible to implement lower cost, high benefit measures that incrementally improve safety and operations for all users of the Highway 10 corridor.

### Existing Issues

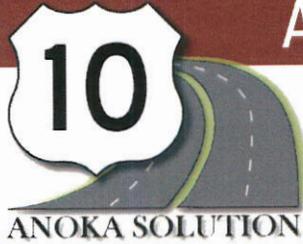
- 50,000-60,000 vehicles per day
- Principal Arterial moves regional freight
- 1+ mile back-ups during peak hour
- 19 mph avg. peak hour speed (60 mph posted)
- 785 crashes in past ten years (4 fatal)
- Crash Rate 3x, Severity Rate 4x (state average)
- Segmented local network forces local highway trips

### Investment Results

- **> 75% delay reduction**
- **> 67% crash reduction**
- Local trips on local network
- Safe and efficient movement of goods and services



# Anoka Solution



Each project is identified as a standalone project which has independent vitality. The City of Anoka is actively furthering the study and outreach for all components of this vision. The city is actively pursuing the necessary right-of-way. Numerous parcels are already in city possession. The City of Anoka is also considering and seeking all potential funding sources. The city looks forward to the continued partnership with MnDOT, Metropolitan Council, Anoka County, and the City of Ramsey to further plan, obtain funding, design, and implement the Anoka Solution.

These are high benefit projects that are fiscally responsible

### A. Green Haven Parkway Phase I

- Local trips are forced onto Highway 10 to circulate this area of the community
- Introduces a public connection between Thurston Avenue and Garfield Street
- Allows local trips to circulate between Thurston Avenue and Main Street on the local street network
- The City is in process of reaching agreements on the needed right-of-way

\$3.1M / 2017 Construction

**FUNDED**

### D. Fair oak Avenue Signal Removal

- This intersection causes the most delay/safety issues in the region
- Removes the signal at the root of many of the problems in this segment
- Closes the Fair oak Access on Highway 10
- Provides local street underpass / community connectivity
- Elevates Highway 10 fourteen feet and lowers Fair oak Avenue eight feet
- Safe bike/pedestrian crossings of Highway 10

South Frontage Road Phase II + Fair oak Avenue Signal Removal

\$33.3M / 2021 Anticipated Construction

### B. South Frontage Road Phase I

- Many travelers cut through the existing private parking lot to circulate
- Provides a public connection from Cutters Grove to the existing frontage road
- Allows public circulation south of Highway 10 between access points

\$1.4M / 2018 Anticipated Construction

### E. Green Haven Parkway Phase III

- Provides a new local street connection tying into existing frontage road
- Removal of All-Way-Stop near Highway 10 signal causing operational issues
- Pulls primary intersection away from Highway 10
- Provides significant improvements for mobility along Thurston Avenue, a major collector roadway within the city

\$3.6M / 2022 Anticipated Construction

### C. Green Haven Parkway Phase II

- Provides a new connection between Verndale Avenue and Fair oak Avenue
- Closes Verndale Avenue access on Highway 10
- Provides bike and pedestrian accommodations
- City is in process of acquiring needed right-of-way

\$3.7M / 2020 Anticipated Construction

### F. Thurston Avenue Signal Removal

- This intersection causes the 2<sup>nd</sup> most delay/safety issues in the region
- Removes the signal at the root of many of the problems in this segment
- Provides grade separation with access
- Includes shifting Highway 10 south to allow for frontage road extension into Ramsey
- Elevates Highway 10 twenty feet and lowers Thurston Avenue two feet

\$31.9M / 2023 Anticipated Construction

### D. South Frontage Road Phase II

- Today, there is no local connection between Fair oak and Main Street to the south of Highway 10
- Provides a new local connection from Fair oak to Main Street
- Reconfigures the Main Avenue interchange intersections to roundabouts
- Ties Highway 10 commercial properties to Downtown Anoka

\*Combined project with Fair oak Avenue Signal Removal

### G. Riverdale Drive Extension

- Provides south side frontage to Highway 10
- Ties in with City of Ramsey's plans
- Eliminates numerous access points from Highway 10

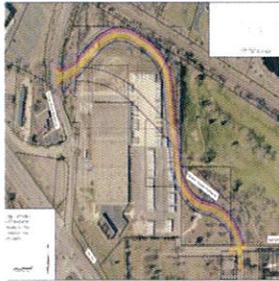
\$1.8M / 2025+ Anticipated Construction

**CIP Plan**

2017 *thru* 2021

**City of Anoka, Minnesota**

**Project #** EN-15-02  
**Project Name** Green Haven Parkway Phase I



**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important

**Status** Active

**Description** **Total Project Cost:** \$3,255,000

Phase I of the Green Haven Parkway from Thurston Avenue to West Main Street backage road as shown in the Greens of Anoka Study and the Highway 10 Access Planning Study. Two lane section with 12' wide multi-modal trail way.

Phase I construction will be from Thurston Avenue to Garfield Street

2017 Construction

**Justification**

This roadway will act as the north frontage road for Trunk Highway 10, taking local trips off of the Trunk Highway and will act as a "reliever" during the reconstruction of Highway 10.

Phase I Benefits:

- Local trips are forced onto Highway 10 to circulate this area of the community
- Introduces a public connection between Thurston Avenue and Garfield Street
- Allows local trips to circulate between Thurston Avenue and Main Street on the local street network

Prior	Expenditures	2017	2018	2019	2020	2021	Total
1,355,000	Construction/Maintenance	1,900,000					1,900,000
<b>Total</b>	<b>Total</b>	1,900,000					1,900,000

Prior	Funding Sources	2017	2018	2019	2020	2021	Total
1,355,000	Grants	710,000					710,000
	Tax Increment Funds	1,190,000					1,190,000
<b>Total</b>	<b>Total</b>	1,900,000					1,900,000

**Budget Impact/Other**

City of Anoka, Minnesota

**Project #** EN-16-05  
**Project Name** Green Haven Parkway Phase II

**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important



**Status** Active

**Description** **Total Project Cost:** \$3,725,000

Phase II of the Green Haven Parkway from Thurston Avenue to West Main Street backage road as shown in the Greens of Anoka Study and the Highway 10 Access Planning Study. Two lane section with 12' wide multi-modal trail way.

Phase II construction will be from Garfield Street to Main Street

Proposed 2020 Construction

**Justification**

This roadway will act as the north frontage road for Trunk Highway 10, taking local trips off of the Trunk Highway and will act as a "reliever" during the reconstruction of Highway 10.

Phase II Benefits:

- Provides a new connection between Verndale Avenue and Fair oak Avenue
- Closes Verndale Avenue access on Highway 10
- Provides bike and pedestrian accommodations

**Budget Impact/Other**

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design/Engineering			575,000			575,000
Land Acquisition		850,000				850,000
Construction/Maintenance				2,300,000		2,300,000
<b>Total</b>		<b>850,000</b>	<b>575,000</b>	<b>2,300,000</b>		<b>3,725,000</b>

Funding Sources	2017	2018	2019	2020	2021	Total
Electric				700,000		700,000
Grants				800,000		800,000
Tax Increment Funds		850,000	575,000	800,000		2,225,000
<b>Total</b>		<b>850,000</b>	<b>575,000</b>	<b>2,300,000</b>		<b>3,725,000</b>

City of Anoka, Minnesota

**Project #** EN-16-11  
**Project Name** Green Haven Parkway Phase III



**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important

**Status** Active

**Description** **Total Project Cost:** \$3,645,000

Phase III of the Green Haven Parkway from Thurston Avenue to Service Road as shown in the Greens of Anoka Study and the Highway 10 Access Planning Study. Two lane section with 12' wide multi-modal trail way.

Phase III construction will be the local street connection tying into the existing frontage road along TH-10 and include a new signal on Thurston Avenue.

Proposed 2022 Construction

**Justification**

This roadway will act as the north frontage road for Trunk Highway 10, taking local trips off of the Trunk Highway and will act as a "reliever" during the reconstruction of Highway 10.

Phase III Benefits:

- Provides a new local street connection tying into the existing frontage road
- Removal of all-way-stop near Highway 10 signal causing operational issues
- Pulls primary intersection away from Highway 10
- Provides significant improvements for mobility along Thurston Avenue, a major collector roadway within the city

Expenditures	2017	2018	2019	2020	2021	Total	Future
Planning/Design/Engineering					725,000	725,000	2,900,000
Land Acquisition				20,000		20,000	
<b>Total</b>				20,000	725,000	745,000	

Funding Sources	2017	2018	2019	2020	2021	Total	Future
Tax Increment Funds				20,000	725,000	745,000	2,900,000
<b>Total</b>				20,000	725,000	745,000	Total

**Budget Impact/Other**

**CIP Plan**

2017 *thru* 2021

**City of Anoka, Minnesota**

**Project #** EN-16-08  
**Project Name** South Frontage Road Phase I

**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important



**Status** Active

**Description** **Total Project Cost:** \$1,350,000

Phase I of the the South Frontage Road from Cutters Grove Avenue to West Main Street backage road is shown in the Greens of Anoka Study and the Highway 10 Access Planning Study. Two lane section with side walk.

Phase I construction will be from Cutters Grove to Fairoak Ave.

2018 Construction

**Justification**

This roadway will act as the south frontage road for Trunk Highway 10, providing continuous local connection from Cutters Grove to West Main Street. This frontage road needs to be completed prior to improvements at Thurston Avenue and Highway 10.

Phase 1 Benefits

- Many travelers cut through the existing private parking lot to circulate and will help with this
- Provides a public connection from Cutters Grove to the existing frontage road
- Allows public circulation south of Highway 10 between access points

**Budget Impact/Other**

<b>Expenditures</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Planning/Design/Engineering	250,000					250,000
Land Acquisition	100,000					100,000
Construction/Maintenance		1,000,000				1,000,000
<b>Total</b>	<b>350,000</b>	<b>1,000,000</b>				<b>1,350,000</b>

<b>Funding Sources</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Grants		1,000,000				1,000,000
Tax Increment Funds	350,000					350,000
<b>Total</b>	<b>350,000</b>	<b>1,000,000</b>				<b>1,350,000</b>

City of Anoka, Minnesota

**Project #** EN-16-09  
**Project Name** South Frontage Road Phase II

**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important



**Status** Active

**Description** **Total Project Cost:** \$7,950,000

Phase II of the the South Frontage Road from Cutters Grove Avenue to West Main Street backage road is shown in the Greens of Anoka Study and the Highway 10 Access Planning Study. Two lane section with side walk.

Phase II construction will be from Fair oak Ave to West Main Street and the construction of the roundabouts at West Main Street interchange. This project will be a combined project with Fair oak Avenue Signal Removal project.

2021 Construction

**Justification**

This roadway will act as the south frontage road for Trunk Highway 10, providing continuous local connection from Cutters Grove to West Main Street. This frontage road needs to be completed prior to improvements at Thurston Avenue and Highway 10.

Phase II Benefits

- Provide a new local connection between Fair oak and Main Street to the south of Highway 10
- Reconfigures the Main Street interchange intersections to roundabouts
- Ties Highway 10 commercial properties to Downtown Anoka

**Budget Impact/Other**

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design/Engineering				1,500,000		1,500,000
Land Acquisition			450,000			450,000
Construction/Maintenance					6,000,000	6,000,000
<b>Total</b>			450,000	1,500,000	6,000,000	7,950,000

Funding Sources	2017	2018	2019	2020	2021	Total
Grants				1,500,000	6,000,000	7,500,000
Tax Increment Funds			450,000			450,000
<b>Total</b>			450,000	1,500,000	6,000,000	7,950,000

City of Anoka, Minnesota

**Project #** EN-16-07  
**Project Name** Fairoak Avenue Signal Removal Project

**Type** New  
**Useful Life** 25 years  
**Category** Transportation Facilities  
**Update flag**

**Department** Engineering  
**Contact** Public Works Director  
**Priority** 2 Very Important



**Status** Active

**Description** **Total Project Cost:** \$25,250,000

Part of the overall Highway 10 Access Planning Study. Project will close the Fairoak access to Highway 10 and Highway 10 will be elevated up to maintain the neighborhood connection at Fairoak Avenue.

This project will be a combined project with South Frontage Road Phase II project.

Proposed 2021 Construction

**Justification**

The project will reduce crashes and improve mobility issues and will provide high benefit measures that incrementally improves safety and operations for all users of the Highway 10 corridor.

Project Benefits

- The Fairoak intersection currently causes the most delay/safety issues in the region
- Removes the signal at the root of many of the problems in this segment of Highway 10
- Closes the Fairoak access on Highway 10
- Provides local street underpass and community connectivity
- Safe bike/pedestrian crossing of Highway 10

**Budget Impact/Other**

Expenditures	2017	2018	2019	2020	2021	Total
Planning/Design/Engineering				4,000,000		4,000,000
Land Acquisition			1,250,000			1,250,000
Construction/Maintenance					20,000,000	20,000,000
<b>Total</b>			1,250,000	4,000,000	20,000,000	25,250,000

Funding Sources	2017	2018	2019	2020	2021	Total
General Obligation Bonds				4,000,000		4,000,000
Grants			1,250,000		20,000,000	21,250,000
<b>Total</b>			1,250,000	4,000,000	20,000,000	25,250,000

# COUNCIL WORKSESSION MEMO

3.2

Meeting Date	June 27, 2016
Agenda Section	Council Business/Discussion Items
Item Description	Discussion; Use of Public Sidewalks and Spaces
Submitted By	Doug Borglund, Deputy Community Development Director

## **BACKGROUND INFORMATION**

Now that summer has arrived, the use of public sidewalks and spaces in the downtown becomes more active. The activity includes the use of public sidewalks and spaces in the downtown for the placement of tables and chairs, planters, benches, displays of products, and temporary signage.

The standards that have been applied to regulate the use of public sidewalks and spaces in the downtown are highlighted below and focus on the placement of merchandise for sale only. The City Code does not currently allow the use of the public sidewalks for placement of private/business owned outdoor tables and chairs, planters, benches, etc. Staff has treated the above mentioned items like merchandise in the past because the ordinance did not address the issue.

The concerns regarding the increasing use of public sidewalks and spaces includes:

- Causing access and movement issues for pedestrians
- The use of sidewalks as an extension of a restaurant or café without standards.
- The removal of temporary items in relationship to winter and snow removal.
- Receiving questions regarding permanently anchoring of items to the sidewalk.

## **Current Ordinance:**

### **CHAPTER 50. STREETS, SIDEWALKS AND OTHER PUBLIC PLACES**

#### **Section 50-2. Obstructions prohibited; exceptions.**

(a) No person shall place any obstruction whatsoever upon any street or sidewalk, nor shall any person allow any such obstruction to be placed or to remain upon any street or sidewalk adjoining any property owned or occupied by him. Anything which is placed on the street or sidewalk, whether permanently or temporarily fixed thereto or merely resting thereon by its own weight, and any wire, sign, or any other thing which is suspended less than 15 feet above a street, or less than ten feet above a sidewalk, shall be deemed an obstruction.

(b) The prohibition in subsection (a) of this section shall not apply to the following obstructions:

(1) Merchandise displayed for sale on the sidewalk in front of a place of business; provided that it does not extend more than three feet toward the curbline, nor more than one-fourth of the total distance between lot line and curbline.

**Current Use of Public Sidewalks**

Below summary of current information on ROW usage/obstructions within downtown. The data above is based on information attached in EXHIBIT A.

Avg. Obstruction: 28.4”

High: 42”

Low: 20”

**FINANCIAL IMPACT**

No financial impact.

**COUNCIL DIRECTION REQUESTED**

Staff is seeking direction on this issue from City Council.

**Serum's**

Obstruction: Bench – 27"

Sidewalk width: 127"

Percent of sidewalk obstructed: 21%

Unobstructed: 8.3 ft.



**Billy's**

Obstruction: 20"

Sidewalk width: 138"

Percent of sidewalk obstructed: 14.5%

Unobstructed: 9.8 ft.



Nic Nac Paddywac's  
Obstruction: 36"



**Peterson Shoes**

Obstruction: 24"

Sidewalk width: 125"

Percent of sidewalk obstructed: 19.2%

Unobstructed: 8.4 ft



**Avant Gardens**

Obstruction: 42"

Sidewalk width: 129"

Percent of sidewalk obstructed: 32.5%

Unobstructed: 7.25 ft



**Peggy's Front Porch**

Obstruction: 29"

Sidewalk width: 142"

Percent of sidewalk obstructed: 20.4%

Unobstructed: 10.6 ft



**Truffles & Tortes**

Obstruction: 29"

Sidewalk width: 142"

Percent of sidewalk obstructed: 20.4%

Unobstructed: 10.6 ft



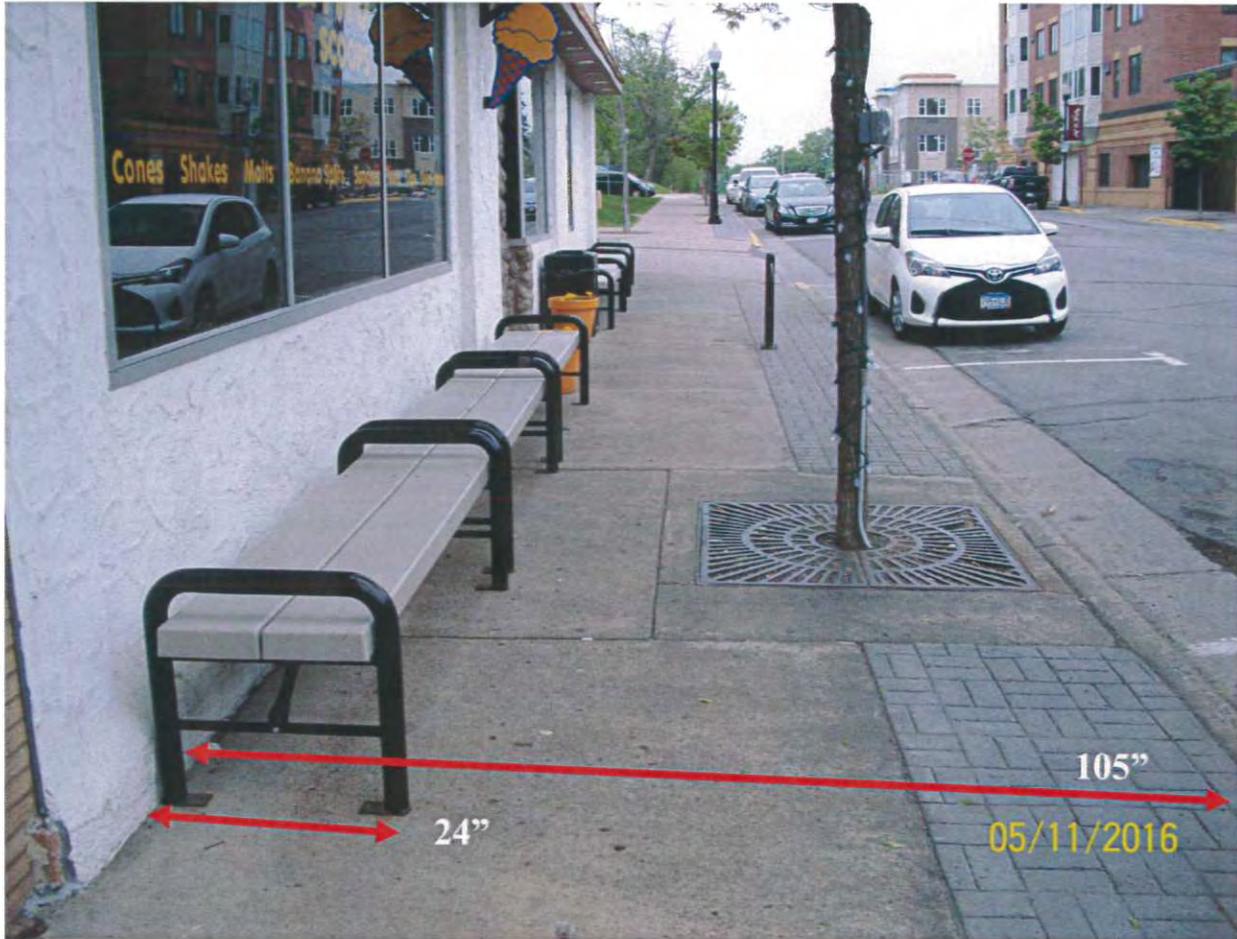
**Two Scoops**

Obstruction: 24"

Sidewalk width: 105"

Percent of sidewalk obstructed: 22.8%

Unobstructed: 6.75 ft



**Barbers Cowboy Mels**

Obstruction: 27"

Sidewalk width: 125"

Percent of sidewalk obstructed: 21.6%

Unobstructed: 8.16 ft



**Sweet River Candy Company**

Obstruction: 30"

Sidewalk width: 113"

Percent of sidewalk obstructed: 26.5%

Unobstructed: 6.9 ft



**Main Floral**

Obstruction: 27"

Sidewalk width: 113"

Percent of sidewalk obstructed: 23.8%

Unobstructed: 7.2 ft



**Mr Mark Music**

Obstruction: 26"

Sidewalk width: 125"

Percent of sidewalk obstructed: 20.8%

Unobstructed: 8.25 ft

# COUNCIL MEMO FORM

3.3

Meeting Date	June 27, 2016
Agenda Section	Council Business/Discussion
Item Description	City Sponsored Special Events – Future Vision
Submitted By	Lisa LaCasse, Public Services Administrator Pam Bowman, Communications Coordinator

## **BACKGROUND INFORMATION:**

As you know, Anoka hosts several annual community events and supports various community activities by providing behind the scenes assistance, such as, set up/take down, garbage/recycling, street and lot signage/barricades associated with closures, printing/advertising, administrative tasks, police services, etc. In addition, each year there is the potential for additional new events that the city may agree to sponsor, permit or assist with such as *Walk A Mile in Her Shoes* and *First Day of Issue Stamp Release*. In addition, the City Clerk is regularly receiving requests for new events that often require assistance that is not covered by the event fee or billed back to the sponsoring agency.

For the past several years, public services has been tracking the amount of labor force staff time needed to support all of the special events. In 2015, over 800 labor hours were tracked as special events hours. Individually, the expenses associated with a particular event may not be excessive, but over the course of the year, the expenses can add up especially as events grow. Staff has outlined known expenses and donations associated with each of the following events on the attached pages. Some of the costs, such as non-labor employee hours and supplies are not currently being tracked or allocated directly to costs associated with a specific event, but rather are absorbed into the annual operating budget of a department.

Concerning City hosted events, past practice has been to solicit donations and sponsorships to offset hard costs. Staff is concerned that we are requesting donations too frequently from area businesses and organizations for a growing list of events, which could possibly be adversely affecting contributions.

Staff would like to discuss the Council's desired outcome and vision for Winterfest and the Ice Cream Social, and whether a dedicated special event budget should be created so that expenses for all events can be better managed and tracked.

The following is list of some of the events the City currently supports

- Anoka Winterfest
- Anoka Fireworks & Ice Cream Social
- Anoka Farmers Market
- Anoka Sidewalk Sale
- Celebrate Anoka Day
- FDOI Stamp Unveiling
- Anoka Halloween
- Anoka Tree Lighting Event
- Waterfowl for Warriors

## **FINANCIAL IMPACT:**

There is a potential for significant funding needs for events that currently do not have an allocated budget.

## **COUNCIL DIRECTION REQUESTED:**

Staff requests information and direction related to vision and budget support for special events.

# Special Events Costs

## Anoka Winterfest

Budget Request: \$10,000 & Solicit for Donations

### 2016 Event

\$3,500 – City budget

\$1,500 – Grant (TC Gateway – no longer available)

\$1,820 – Sponsorships

\$1,450 – Revenue (wine & beer tasting)

\$8,270 = total income

\$6,850 = expenses

- 46 labor force hours (2015)

Staff time not accounted for:

- Administration, Liquor Store, Police

For Discussion/Consideration:

- While the youth craft activities and the wine and beer tasting have become increasingly successful, are these activities in line with the initial vision of the Council / EDC?
  - The event is bringing people in to the facility, but staff is concerned that it may not be fulfilling the initial purpose of attracting additional clients to host events at Green Haven?
  - The committee would like the family/youth events to remain free of charge; however, revenues/donations are not great enough to support a free event therefore the event requires a budget allocation for expenses.
- 

## Fourth of July

Established Budget: \$12,000 & Solicit for Donations

- Monetary donations have declined in recent years. In 2003, our donations totaled \$8800. In 2015, totaled \$4980. Donations fluctuated the years in between. The lowest total was in 2010 at \$2950.
- \$900 fee for the North Suburban Concert Band is funded through the Public Services Department for the Ice Cream Social.
- Ice cream and root beer are donated by private businesses.
- The WRRB donates cups, spoons, and straws for the root beer floats.
- 44 labor force hours (2015)

For Consideration/Discussion

- Is it vital to continue to schedule the social on the 4<sup>th</sup> of July?
  - Is the ice cream social meeting your expectations with the current offering of music/ice cream?
  - Should we consider moving it to Riverfront Park and combining it with a concert on the Rum River or another evening Concert in the Park? Or connecting it to the fireworks at Castle Field?
-

## **Anoka Sidewalk Sale**

- 36 labor force hours (2015)
- 

## **Anoka Farmers Market**

Budget Request: Undetermined

Staff was directed to assist the Anoka Farmers Market this year in establishing vendors, determining location, hours, and handling its marketing initiatives. There is no budget assigned to this, but the following are needed.

- Promotional printed materials.
  - Signage for Main Street entrance/median and/or banner.
  - Portable restroom (still determining need).
- 

## **Anoka Riverfest**

- 70 labor force hours (2015)
- 

## **Celebrate Anoka Day**

- Donations and sponsorships are solicited annually
  - \$2,000 - \$2,500 Green Haven annual expenses to host event (discounts, donations, lost revenue, and direct labor costs)
- 

## **FDOI Halloween Stamp Event**

Budget Request: \$5,000 & Solicit for Donations

One-time event

Costs determined so far:

- \$1500 WCCO advertising; matching funds through TC Gateway grant/Chamber of Commerce
  - \$500 for printed materials
  - Equipment/supplies to be determined
  - Labor force hours unknown at this time
- 

## **Waterfowl for Warriors**

- 60 labor force hours (average 12 hours per hunt) blinds construction (2015)
-

## **Anoka Halloween**

Annual costs for staff hours and supplies includes:

- 390 labor force hours (2015)
  - \$34,000 = Police & Public Services
- \$3,000 = City's annual donation
- \$8,000 = Reader board/street signage
- \$1,404 = Electric temporary outlets
- \$230 = Electric shut-off lights for night parade
- \$4,670 = Portable restrooms for tent area (2015)
- \$3,707 = Portable restrooms for parades (annually for 2 parades)

**Total (est.) = \$55,011**

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## **Anoka Tree Lighting**

- 36 labor force hours (2015)
  - Police, unaccounted
-

# COUNCIL MEMO FORM

3.4

Meeting Date	June 27, 2016
Agenda Section	Council Business/Discussion
Item Description	City Communications
Submitted By	Pam Bowman, Communications Coordinator

## **BACKGROUND INFORMATION:**

A 2016 goal of the City Council is to enhance city communications by utilizing the latest tools and resources to relate to all generations.

Below are current tools and methods we currently use to relay our information internally and externally. To enhance these tools and methods, staff would like your input on new tools, methods, formats, and technologies you feel would be valuable in enhancing our communication efforts. Also, do you feel there are audiences we may not be reaching or should be reaching out to more? Plus, timeframes – are we meeting your expectations on getting the information out in a timely manner?

### **Current public communications include:**

- Print – City View, Community Resource & Residents Guide, news releases, marketing materials, new resident packet, News You Can Use (Chairperson Communication Board meeting notes), etc.
- Electronic – website, e-subscribe, e-mail, reader board, social media
- Cable TV – bulletin board postings, News & Views monthly program, streaming videos (council/board meetings)
- Lobby – bulletin boards, lobby displays
- Anoka Area Chamber of Commerce, Twin Cities Gateway, Discover Anoka and Explore Minnesota
- Anoka Union articles – generated through council meetings, etc.
- Communications staff follows Google Alerts to track stories about Anoka

### **Recently added for City Council:**

- Weekly department head meeting notes
- Weekly social media updates

### **Enhancements in progress:**

- Adding SharePoint (employee intranet) to improve employee communications
- Website redesign – process to begin in September
- Creating employee bios for internal use

### **Other staff suggestions include:**

- Develop city-wide communications plan and policy
- Bring back the monthly internal Newsbrief
- Enhance social media (YouTube, Instagram); review current policy
- Be more proactive in telling our success stories
- Increase departments' usage of reader board
- Communications staff training on latest tools and technologies
- Implement methods of measurement

We are open to your ideas on how to enhance our internal and external communications with all audiences and to reach your overall communications expectations and goals.

## **FINANCIAL IMPACT:**

Current communications tools are already in the budget. Potential costs may be associated with additional communications tools (methods, technologies, training, etc.)

## **COUNCIL DIRECTION REQUESTED:**

Discuss current tools and provide input for additional tools and changes to allow for enhancements to both internal and external city communications.

# COUNCIL WORKSESSION MEMO

3.5

Meeting Date	June 27, 2016
Agenda Section	Council Business/Discussion Items
Item Description	Discussion; Temporary Family Healthcare Dwelling Unit Opt-out Ordinance
Submitted By	Doug Borglund, Deputy Community Development Director

## **BACKGROUND INFORMATION:**

On May 12, 2016, the Governor signed into law the creation and regulation of temporary family health care dwellings, codified at Minn. Stat. § 462.3593, which permit and regulate temporary family health care dwellings. Subdivision 9 of Minn. Stat. §462.3593 allows cities to “opt out” of those regulations.

The law provides the following definition: "Temporary family health care dwelling" means a mobile residential dwelling providing an environment facilitating a caregiver's provision of care for a mentally or physically impaired person that meets the requirements below.

The law allows landowners to place mobile residential dwellings on their property to serve as a temporary family health care dwelling up to 300 square feet in size with temporary utility service. People who may call this type of unit home on a temporary basis must be a mentally and/or physically impaired person requiring assistance with two or more instrumental activities of daily living with documentation signed by a physician, a physician assistant, or an advanced practice registered nurse licensed to practice in this state. These types of units are considered exempt from certain elements of local zoning regulations by law. The law allows these types of units through a permitting process and grants a timeline of 6 months for the use of the unit and allows an extension of 6 additional months to the permit, if requested.

Some requirements of the law are unclear as to implementation and in some aspects will be difficult to administer. Further, the City of Anoka is a fully urbanized community with smaller lot sizes which will make it difficult to locate these types of units without overuse of most residential real estate. *Exhibit A reflects the draft ordinance language.*

## **FINANCIAL IMPACT:**

No financial impact.

## **COUNCIL DIRECTION REQUESTED:**

Staff is seeking direction from the City Council to place the establishment of Chapter 1, Article III. of the City Code Opting-Out of the Requirements of Minnesota Statutes, Section 462.3593, which defines and regulates Temporary Family Health Care Dwellings on the next regular City Council agenda for its 1<sup>st</sup> reading.

**CHAPTER 1. OFFENSES AND MISCELLANEOUS PROVISIONS**

**Article III. Opting-Out of the Requirements of Minnesota Statutes, Section 462.3593**

**Section 1-1. OPT-OUT OF MINNESOTA STATUTES, SECTION 462.3593.**

Pursuant to authority granted by Minnesota Statutes, Section 462.3593, subdivision 9, the City of Anoka opts-out of the requirements of Minn. Stat. §462.3593, which defines and regulates Temporary Family Health Care Dwellings.

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