1. Agenda
   
   Documents:
   
   JANUARY 9, 2020 REGULAR MTG (DOCX).DOCX

2. Meeting Packet
   
   Documents:
   
   JANUARY 9, 2020 REGULAR MTG (PDF).PDF

3. Audio Files
   
   - 01-09-2020 PART I OF II (MP3)
   - 1-09-2020 PART II OF II (MP3)
ECONOMIC DEVELOPMENT COMMISSION
Thursday, January 9, 2020
Council Worksession Room
7:00 a.m.

AGENDA

1. Call to Order
2. Roll Call
3. Oath of Office
4. Approval of December 12, 2019 Meeting Minutes
5. Hold Annual Meeting
   A. Election of Officers
   B. Nomination to Parking Advisory Board
   C. Review Enabling Ordinance
   D. Review Bylaws
   E. Review Meeting Schedule
   F. Establish Subcommittees
   G. Appoint Chamber Liaison and Discover Anoka Liaison
6. Old Business
   A. Business Survey Questions
7. New Business
   A. 2020 Annual Enterprise Park Meeting In March
8. Communications and Reports
   A. Marketing & Communications
   B. Chamber of Commerce
   Discover Anoka
   ABLA - No meeting in December
9. Miscellaneous
   A. Discuss February’s Meeting Agenda
   B. Staff Update
   C. Group Picture for Website After Meeting
10. Adjournment
Memo

To: Economic Development Commission
From: Doug Borglund, Community Development Director
Date: December 19, 2019
Re: Thursday, January 9, 2020 Agenda

1. **Call to Order.** This meeting will be held in the Council Worksession Room at 7:00 a.m. at Anoka City Hall.

2. **Roll Call.** Staff will record the names of those present at the meeting.

3. **Approval of December 12, 2019 Meeting Minutes.** Minutes from the December 12, 2019 Meeting. Action Required.

4. **Oath of Office**
   Administer the oath of office to new members.

5. **Hold Annual Meeting**
   A. **Election of Officers.** This is your annual meeting at which time the Chair and Vice-Chair are elected. Protocol is as follows: the current Vice Chair calls for nominations; a second to each nomination is okay but not required; Vice Chair asks for any further nominations; hearing none vote can be taken. If more than one person is nominated for any position, then each nominee should be considered in order of nomination until a nominee obtains a majority vote of the full Commission. Following election, the new Chair will assume leadership of the meeting. **Action:** Elect Chair and Vice-Chair for 2020.

   B. **Nomination to Parking Advisory Board.** The Commission should elect one person to serve on the Parking Advisory Board for 2020. Commissioner Fahnhorst was selected in 2019. **Action:** Elect someone to PAB.

   C. **Review Enabling Ordinance.** Attached is a copy of the section of the City Code (Chapter 2, Article VI, Division 2) relating to the Economic Development Commission. I point your attention to Duties (Section 2-172) and Powers (Section 2-173) for your information. These provisions can only be modified by a Council approved amending ordinance. **No action is necessary.**

   D. **Review Bylaws.** Attached is a copy of the Bylaws for your review. The Bylaws can be modified by a simple majority vote of the Commission “provided that notice of said proposed amendments is given to each member in writing at least five days prior to said meeting.” **No action is necessary.**

   E. **Review Meeting Schedule.** Attached is the 2020 meeting schedule. All meetings, except those to be cablecast, will be held in the Council Conference Room unless the Commission wishes to select another location. **Action:** Review and discuss as needed.
F. Establish Subcommittees. **Action:** Determine two-three members committees if necessary.

G. Liaisons Appointments. **Action:** Appoint Liaisons to attend Chamber of Commerce and Discover Anoka Meetings

6. **Old Business**
   A. Business Survey Questions (Pam Bowman will be attending.)

7. **New Business**
   A. 2020 Annual Enterprise Park Meeting In March, 2020

8. **Communications and Reports**
   A. **Marketing & Communications.** Staff and Commissioners will provide an update on the following.
      - Discover Anoka Update
      - Chamber of Commerce Update
      - ABLA Update

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

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   **NOTE:** After we adjourn I will need to take an updated picture of the EDC for the website.
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10. **Adjournment.** Let’s plan to adjourn no later than 8:30 a.m.

   **NOTE: After we adjourn I will need to take an updated picture of the EDC for the website.**
Call to Order: Chairperson Finn called the EDC meeting to order at 7:05 a.m. at Anoka City Hall, 2015 First Avenue North in the City of Anoka.

Roll Call: EDC Members present were: Allen Acklund, Gary Fahnhorst, Mathew Finn, Jeff Lee, Curt Rekstad, Joe Riley (arrived at 7:08 a.m.). EDC members absent were: Allen Acklund. Staff present: Community Development Director Doug Borglund and Communications Manager Pam Bowman.

OLD BUSINESS:

Final 2019 Accomplishments/2020 Goals: Mr. Borglund stated that he outlined draft accomplishments and goals based on the discussion at the last meeting, with a few additions.

Commissioner Riley arrived.

Mr. Borglund suggested that the Commission take action on the minutes as there is now a quorum.

Approval of Minutes: Chairperson Finn noted under Call to Order, it should state, “Chairperson Swokowski Finn”…

MOTION BY CHAIRPERSON FINN, SECONDED BY COMMISSIONER LEE, TO APPROVE THE NOVEMBER 14, 2019 MINUTES. MOTION CARRIED.

Final 2019 Accomplishments/2020 Goals (Continued): Mr. Borglund reviewed the draft list of accomplishments and goals.

Chairperson Finn commented that 30 percent response for the survey seems to be a high rate. It was noted that the typical response rate is about 10 percent for a survey.

It was agreed that the percentage would be changed to 15 percent.

MOTION BY COMMISSIONER LEE, SECONDED BY COMMISSIONER FAHNHORST, TO APPROVE THE 2019 ACCOMPLISHMENTS AND 2020 GOALS AS DISCUSSED. MOTION CARRIED.

NEW BUSINESS:

Business Survey Questions: Ms. Bowman provided background information on the previous business call program.
Chairperson Finn stated that this would be a great outline to use for follow up requests.

Commissioner Fahnhorst stated that the EDC has struggled with the initial survey and the group needs to determine what it wants to ultimately know and keep it simple, with the option to gather more information through a follow up business call.

Mr. Borglund stated that the business list will need to be updated for the survey list to ensure that the survey reaches the right person.

The Commission and Mr. Borglund provided input on the potential survey questions. It was noted that there should be about five multiple choice questions with one or two open ended questions.

The Commission suggested the following questions:

- In what ways can the City of Anoka support your business to succeed as a location in Anoka?
- What would you advise the City to do to attract businesses that will support your business?
- Are there any plans for expansion of your business in the future and what kind of support could the City provide to help you achieve those goals?
- Are you hiring?
- What challenges are you experiencing?
- Are you aware of the resources available through the City and/or County?
- What factors influenced your decision to locate in Anoka?
- Are there immediate issues that the City could address?
- Do you feel the needs of your business are being met by the City?
- What would you like more information on: business planning, business loans, HR laws and regulations, networking promotional resources, or nothing?
- Would you like an in person visit with the EDC?
- Have you or do you attend any of the City Council or Commission meetings?
- Do you participate in any business or networking events/meetings?

It was noted that these questions will be distributed to the Commission via email to think about and provide input on the top questions to be included in the survey.

Mr. Borglund noted that some of the business owners are aging and perhaps a question should be included about succession planning. It was noted that should occur as a question for those businesses that desire follow up visits.

Ms. Bowman noted that a short introductory paragraph should also be included and noted that she could draft that. She asked if the group only wants the survey distributed via email or whether it should be listed on the City website as well.
A few members of the Commission stated that they would be willing to make follow up phone calls to businesses. It was determined that the survey should not be posted on the website, as that could open up the survey to other parties rather than the desired business owner/operator.

Ms. Bowman provided input on the difficulties of scheduling business call visits in the past because of all the of the different members involved.

Mr. Borglund noted that it would be easier to coordinate if the follow up visits simply included two members of the EDC. He noted that some business owners may be willing to open up more without City staff present.

COMMUNICATIONS AND REPORTS:

Marketing and Communications Updates:

- **Discover Anoka**: Chairperson Finn stated that the tree lighting event took place in addition to small business Saturday. He commented that there are some other promotions throughout the month. He noted that one of the bigger concerns will be the staging of the upcoming road construction projects.
- **Chamber of Commerce**: No update.
- **ABLA**: Mr. Borglund stated that the big December event was the tree lighting and preparation for that event. He also referenced the road improvements that will occur in 2020, noting that ALBA would like to see the parking lot improved to the level of the City Hall parking lot. He noted that the parking lot improvements have therefore been delayed as that would have an additional cost.
- **ACRED**: Mr. Borglund provided an update on the business summit that took place.

Sub-Committee Updates: No comments.

MISCELLANEOUS:

Discuss January Meeting Agenda: Mr. Borglund noted that staff will send out the potential survey questions and that will be revisited in January. He noted that the annual housekeeping items will also occur at the meeting.

It was requested that the EDC have an update from the HRA at an upcoming meeting.

Chairperson Finn suggested that the Commission discuss at a future meeting how the group could attract additional Commissioners.

Staff Updates: No comments.
Adjournment: The meeting was adjourned upon a motion by Commissioner Rekstad, a second by Commissioner Fahnhorst, and a unanimous vote of those present at 8:06 a.m.

Amanda Staple, TimeSaver Off Site Secretarial, Inc.
Resolution No. EDC 2017-1

WHEREAS, written procedural rules facilitate the conduct of business and reduce the risk of mishandling matters of importance, and

WHEREAS, stated responsibilities of officers helps the public understand the functions of the Economic Development Commission; and

WHEREAS, regular attendance at meetings is important to assure continuous high quality recommendations on economic development issues, and

WHEREAS, the doctrine of fairness and equality is to be applied to all matters before the Economic Development Commission;

NOW THEREFORE BE IT RESOLVED that the Anoka Economic Development Commission does hereby, approve the amended Bylaws for the Conduct of the Economic Development Commission as stated in Exhibit A.

Adopted by the Anoka City Council this 12th day of October, 2017.

ATTEST:

[Signatures]

EDC Secretary

EDC Chair
City of Anoka Economic Development  
Commission Bylaws  
(Resolution No. 2017-1 Revised October 12, 2017)

Section One   Annual Meetings:

The annual meeting of the Economic Development Commission shall be the first regular meeting in the month of January of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Economic Development Commission as per Section Six.

Section Two   Regular Meetings:

Regular meetings of the Economic Development Commission shall be held once each month at a time and place selected by a majority of the members. At such meetings the Commission shall consider all matters properly brought before the Commission. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting.

Section Three  Special Meetings:

Special meetings of the Economic Development Commission shall be called by the Chairman or any three (3) members of the Commission who shall designate the time and place of the meeting. Written notice thereof shall be given to all members not less than 24 hours in advance of the special meeting.

Section Four   Quorum:

In order for any meeting to be called to order a quorum of five members must be present. During the course of a meeting at least three members must be present to take action or any matter before the Commission.

Section Five   Voting:

At all meetings of the Economic Development Commission, each member attending shall be entitled to case one vote. Voting shall be by voice. In the event that any member shall have a personal interest of any kind in a matter then before the Commission, he shall disclose his interest and be disqualified from voting upon the matter, and the secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of a majority of members in attendance shall be necessary for the adoption of any resolution or other voting matter. The results of any vote shall be recorded as “Unanimously Adopted” or “Adopted” or “Defeated”.
Section Six  Proceedings:

A. At any regular meeting of the Economic Development Commission, the following shall be the regular order of business:

1) Roll Call
2) Minutes of the preceding meeting(s)
3) Old Business
4) New Business
5) Communications and Reports
6) Miscellaneous
7) Adjournment

B. The following procedures will normally be observed; however, they may be rearranged by the Chairman for individual items if necessary for the expeditious conduct of business:

1) Staff presents report and makes recommendation.
2) The Economic Development Commission may ask questions regarding the staff presentation and report.
3) Proponents of the agenda item make a presentation.
4) Any opponents make presentations.
5) Applicant makes rebuttal of any points not previously covered.
6) Economic Development Commission asks any questions it may have of the proponents, opponents, or staff, and then takes a vote.

C. Each formal action of the Economic Development Commission required by law, City Charter, Rule or Regulation shall be embodied in a formal regulation duly entered in full upon the minutes book after an affirmative vote as provided in Section Five hereof.

Section Seven Rules of Procedure:

All meetings of the Economic Development Commission shall be conducted in accordance with Robert’s Rules of Order.

Section Eight Member Responsibilities:
Members are expected to be interested in economic development matters as they related to the overall welfare and development of the community. It is realized that at times absence from meetings is unavoidable. However, any member absent from three consecutive regular meetings, or a total of six meetings annually, may be deemed to have vacated his office and the Economic Development Commission may request that the City Council appoint someone to fill the vacant seat. The City Manager shall notify in writing any person removed from his position in the above-described manner.

Section Nine  Officers:

The officers of the Economic Development Commission shall consist of a Chairman and a Vice-Chairman elected by the Economic Development Commission at the annual meeting for a term of one year. A member of the Community Development staff shall be appointed as secretary of the Commission. In the event the secretary shall be absent from any meeting, the officer residing shall designate an acting secretary.

Section Ten  Duties of Officers:

The duties and powers of the officers of the Economic Development Commission shall be as follows:

A. Chairman

1) To preside at all meetings of the Commission.

2) To call special meetings of the Economic Development Commission in accordance with these Bylaws.

3) To sign documents of the Commission.

4) To see that all actions of the Commission are properly taken

B. Vice-Chairman:

During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.

C. Secretary

1) To keep the minutes of all meetings of the Commission in an appropriate minutes book.

2) To give or serve all notices required by law or by these Bylaws.
3) To prepare the agenda for all meetings of the Commission.

4) To be custodian of Commission records.

5) To inform the Commission of correspondence relating to business of the Commission and to attend to such correspondence.

6) To handle funds allocated to the Commission in accordance with its directives, the law, and City regulations.

7) To sign official documents of the Commission.

Section Eleven Vacancies:

Should any vacancy occur among the members of this Economic Development Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the City Manager and Chairman by the Secretary. The City Manager shall then see that a new appointment is made by the City Council. Resignations should be made in writing to the Economic Development Commission Secretary stating the effective date of the resignation.

Section Twelve Amendments:

These Bylaws may be amended at any meeting of the Economic Development Commission provided that notice of said proposed amendments is given to each member in writing at least five days prior to said meeting.
CHAPTER 2. ADMINISTRATION

ARTICLE VI. Boards and Commissions

DIVISION 2. Economic Development Commission

Section 2-166. Definitions.

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

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

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

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

Section 2-167. Establishment of Commission.

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

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

(a) Composition. The Commission shall consist of nine (9) members appointed by a majority vote of the City Council. A quorum shall be five (5) members. Members serve without compensation.

(b) Qualifications. The qualifications of the members of the Commission shall be those who, in the judgment of the Council, are representative of the community and are qualified by training and experience and interest useful for the fulfillment of the Commission’s responsibility in economic development. At least five (5) members shall be residents of the City of Anoka.

(c) Appointments. Appointments to the Commission shall be as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

(d) Terms. Appointees shall hold office until their successors are appointed and have qualified.

(1) Full Terms. Member shall be appointed to serve a three-year (3 yr) term, commencing on January 1st and expiring at midnight on December 31st of the third year.

(2) Partial Terms. Members appointed to fill a vacancy/partial term, shall begin serving upon being appointed and Oath of Office, and shall serve the remaining balance of the term of their predecessor.

(e) Oath of Office. Every appointed member shall, before entering upon the discharge of his duties, for each term appointed, take an oath that he will faithfully discharge the duties of his office.
(f) **Attendance.** Members are expected to be interested in Economic Development matters as related to the general welfare of the community and are expected to prepare for and attend meetings of the Commission when held.

(g) **Resignations.** Resignations from the Commission should be submitted to the City in written form for acceptance by the City Council. After City Council acceptance, resignations will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

(h) **Vacancies.** Vacancies in the Commission will be acted upon as established in the current policy, as may be amended from time to time; Policy Establishing Procedures for Appointments to Boards and Commissions.

### Section 2-169. Removal of Members.

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

### Section 2-170. Officers, Meetings, Reports and Expenditures.

(a) **Officers.** The Commission shall elect a chairman from among its appointed members and may create and fill such other offices as it may determine.

(b) **Meetings.**

1. **Regular Meetings.** The Commission shall hold at least one regular meeting each month. It shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which shall be of public record.

2. **Special Meetings.** The Chairman or any three (3) members of the Commission shall have the authority to call special meetings of the Commission. Written notices of special meetings shall be given to all members at least twenty-four (24) hours prior to the time of the meeting unless the time and place for the special meeting is set at a regular meeting.

(c) **Reports.** Upon request by the City Council, the Commission shall render annually a full report of its work to the City Council.

(d) **Expenditures.** Expenditures of the Commission shall be within amounts appropriated for purposes by the City Council.

### Section 2-171. Staff.

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

### Section 2-172. Duties.

The Commission is an agency of the City Council with responsibilities to:
(a) Promote the development and use of planned residential, commercial, industrial, and business sites in the City.

(b) Provide information to realtors and lending institutions serving residential, industrial, and commercial or business clients.

(c) Cooperate with site selection committees and industrial, commercial or business leaders seeking a location for new expanded plant facilities.

(d) Cooperate with civic betterment agencies interested in promoting the potential of the City's labor force and industrial, commercial, and business areas.

(e) Cooperate and coordinate the layout, preparation and distribution of unsolicited industrial, commercial or business information from the City of Anoka to out-state prospects with the State of Minnesota Department of Employment and Economic Development (DEED).

Section 2-173. Powers.

The Commission shall the following powers:

(a) To appoint subcommittees of a size and nature it may deem necessary and may enlist the aid of persons and/or organizations who are not members of the Commission. The Commission shall have no power to make contracts, levy taxes, borrow money or condemn property, but shall have the full power and responsibility to investigate the necessity and recommend the taking of these actions and any other actions related to the industrial and commercial development by the City Council and all other officers of the City responsible to formulate the terms of and the procedure for taking such action.

(b) To confer with and advise the City Council and Planning Commission on all matters concerning the industrial, business, and commercial development of the City.

(c) To publicize, with the consent of the City Council, the industrial and commercial advantages and opportunities of the City within the City provided by any appropriations made therefore by the City Council.

(d) To collect data and information as to the type of industries and commerce best suited to the City.

(e) To periodically survey the overall conditions of the City from the standpoint of determining whether the City has a community climate for economic development and to determine the general receptiveness of the City to particular types of industry, commerce or business.

(f) To provide the City Council with information as to the general advantages and disadvantages of industrial and commercial development in the community.

(g) To cooperate with all industries and businesses in the City in the solution of any community problems which they may have, and to encourage the expansion, development and management of such industries and businesses so as to promote the general welfare of the City.
To cooperate with all community groups and civic organizations within the City and to furnish them with such aid and advice as deemed appropriate.

To aid the City Council and Planning Commission in the proper zoning and orderly development of areas suitable for industrial and commercial development.

To develop, compile, coordinate and publicize, with available funds, information such as, but not limited to, the following:

1. Existing industrial and commercial concerns within the City, their addresses, types of business, number of employees, and whether each serves local, regional or national markets.

2. Available industrial and commercial sites including number of acres, approximate price, existing zoning, and proximity to major and minor arterial roads.

3. Available buildings for industrial and commercial operations, including type of building, number of square feet, existing zoning, and proximity to major and minor arterial roads.

4. Transportation facilities, including motor carriers, air transportation and highway facilities.

5. Electric power available.

6. Funds available for industrial and commercial use.

7. Sewage disposal facilities.

8. Water supply facilities.

9. Community facilities such as fire, police and education.

10. Recreational facilities.

11. Wage rates of unskilled, semi-skilled and white-collar workers.

12. Availability of labor.

13. General community attitude toward industrial and commercial expansion, development and attraction.

14. Experience and programs of surrounding suburban communities in regard to industrial and commercial expansion, development and attraction.

To recommend to the City Council and Planning Commission policies and particular actions in regard to industrial and commercial expansion, development and attraction.

Sections 2-174 through 2-190. Reserved.
<table>
<thead>
<tr>
<th>Meeting Dates</th>
<th>Main Agenda Items or Special Events/Mtg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 9th @ 7:00 a.m.</td>
<td><strong>EDC Regular Meeting/Hold Annual Meeting</strong></td>
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<td>Thursday, February 13th @ 7:00 a.m.</td>
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<td>Thursday, March 14th @ 7:00 a.m.</td>
<td>EDC Regular Meeting</td>
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<td>Wednesday, March 25th @ 7:30 a.m.</td>
<td><strong>EDC Anoka Enterprise Park Annual Meeting Breakfast Event</strong></td>
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<td>Thursday, April 11th @ 7:00 a.m.</td>
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<td>Thursday, May 9th @ 7:00 a.m.</td>
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<td>Thursday, July 11th @ 7:00 a.m.</td>
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<tr>
<td>Thursday, August 8th @ 7:00 a.m.</td>
<td><strong>EDC/ABLA Joint Meeting</strong></td>
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<td>Thursday, September 12th @ 7:00 a.m.</td>
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<td>Thursday, October 10th @ 7:00 a.m.</td>
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EDC Survey Questions for Business Call Program

The vitality of our local economy depends upon a healthy, growing business community. In recognition of this, the City of Anoka’s Economic Development Commission (EDC) has created a survey to establish a better understanding of the needs of the private businesses within Anoka.

Please complete this brief survey to help us learn how to help your business thrive. Thank you.

QUESTIONS

1. How can Anoka help your business succeed?

2. What type of businesses can help or complement your business?

3. Do you anticipate future expansion; building size, personnel, etc.?
   - Yes (please explain)
   - No

4. Are you hiring and if so, are you experiencing recruitment challenges?
   - Yes (please explain)
   - No

5. Do you utilize City and County resources to benefit your business?
   - Yes
   - No
   - Unaware of them

6. What factors influenced your decision to locate your business in Anoka?
7. Do you have immediate issues City personnel should address?
   - Yes (please list)
   - No

8. What type of information would be beneficial to your business?
   a. Business planning
   b. Financing/loans
   c. HR laws and regulations
   d. Networking and promotional resources
   e. Current City Projects
   f. Available City and County resources
   g. Nothing at this time

9. Have you attended City Council and/or Boards & Commission Meetings?
   - Yes (which?)
   - NO

10. Do you participate in any networking or business groups?
    a. Chamber of Commerce
    b. Rotary
    c. Discover Anoka
    d. Professional Groups
    e. Other (please list)

11. Would you like an in-person meeting with a member of the EDC?
    - Yes
    - No
    - Maybe in the future

12. Please provide your contact information so we may follow up as needed.
    - Business Name & Address
    - Contact Person Name & Title
    - Phone & Email
Anoka Enterprise Park Annual Meeting
&
Architectural Review Board Election

WEDNESDAY, MARCH 27, 2019
7:30 a.m. – 9:00 a.m.
Green Haven Golf Course & Event Center
2800 Greenhaven Road

AGENDA

1. **Call to Order** - 8:00 a.m.

2. **Welcome** (Breakfast served)
   Kelsey Swokowski, Economic Development Commission Chair

3. **Nominations & Election for Architectural Review Board**
   Clark Palmer, Associate Planner

4. **Professional Workforce Training**
   Jamie Barthel Anoka-Ramsey Technical College

5. **2019 Road Construction Projects/Highway 10 Update**
   Greg Lee, City Manager

6. **Current Development Projects**
   Doug Borglund, Community Development Director

7. **Anoka Area Chamber of Commerce Manufacturers Coalition**
   John LeTourneau, Anoka Area Chamber of Commerce

8. **Green Haven Updates**
   Larry Norland, Green Haven Golf Course and Event Center

9. **Open Forum**
   Kelsey Swokowski, Economic Development Commission Chair  *(This is an opportunity to bring forward questions and concerns to city representatives).*

10. **Adjourn** – 9:00 a.m.

Please RSVP by Friday, March 15th via email to: DZimmerman@ci.anoka.mn.us or call 763-576-2720. Business owners, if you are unable to attend, please appoint a representative from your business.

City of Anoka ● 2015 First Avenue North ● Anoka, MN 55303
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