



**ECONOMIC DEVELOPMENT COMMISSION**  
**Thursday, February 11, 2021**  
**Council Worksession Room**  
**7:30 a.m.**

**AGENDA**

1. Call to Order
2. Oath of Office
3. Roll Call
4. January 14, 2021 Meeting Minutes
5. Old Business
  - A. Business Survey Follow Up
6. New Business
  - A. Sign Ordinance Amendments affecting Highway 10 Business
  - B. Downtown Outdoor Seating Update
7. Communications and Reports
  - A. Marketing & Communications
    - Discover Anoka
    - Chamber of Commerce
    - ABLA
  - B. Sub-committee Updates
8. Miscellaneous
  - A. Discuss March's Meeting Agenda.
  - B. Staff Update
9. Adjournment



# Memo

**To:** Economic Development Commission  
**From:** Doug Borglund, Community Development Director  
**Date:** February 4, 2021  
**Re:** Thursday, February 11, 2021 Agenda

1. **Call to Order.** This meeting will be held in the Council Worksession Room at 7:30 a.m. at Anoka City Hall.
2. **Roll Call.** Staff will record the names of those present at the meeting.
3. **Approval of January 14, 2021 Meeting Minutes.** Minutes from the January 14, 2021 Meeting. Action Required.
4. **Old Business**
  - A. Business Survey Follow Up
5. **New Business**
  - A. Sign Ordinance Amendments affecting Highway 10 Business
  - B. Downtown Outdoor Seating Update
6. **Communications and Reports**
  - A. **Marketing & Communications.** Staff and Commissioners will provide an update on the following.
    - Discover Anoka Update
    - Chamber of Commerce
    - ABLA
7. **Miscellaneous.**
  - A. **Discuss March Agenda** – Staff would like to ask if the EDC has any special presentations they would like or information they thought might be useful.
  - B. **Staff Update**
8. **Adjournment.** Let's plan to adjourn no later than 9:00 a.m.

CITY OF ANOKA  
ECONOMIC DEVELOPMENT COMMISSION  
MEETING MINUTES  
JANUARY 14, 2021

Call to Order: Chairperson Finn called the EDC meeting to order at 7:09 a.m. at Anoka City Hall, 2015 First Avenue North in the City of Anoka.

Roll Call: EDC Members present were: Mathew Finn, Quinn Garrick, Jeff Lee, Curt Rekstad, and Julie Smith. EDC members absent were: Allen Acklund, Brendon Eason, and Joe Riley. Staff present: Community Development Director Doug Borglund

OATH OF OFFICE: Mr. Borglund administered the Oath of Office to Chairperson Finn and Commissioner Lee.

Approval of Minutes: Mr. Borglund noted that this is a bare set of minutes because of the complications that the group had with Zoom and technology. He stated that he would be open to any additional suggestions for incorporation. The members of the Commission provided Mr. Borglund with some additional details to include.

MOTION BY COMMISSIONER LEE, SECONDED BY COMMISSIONER REKSTAD, TO APPROVE THE MINUTES OF THE NOVEMBER 12, 2020 EDC MEETING, AS AMENDED. MOTION CARRIED.

MOTION BY COMMISSIONER GARRICK, SECONDED BY COMMISSIONER SMITH, TO APPROVE THE MINUTES OF THE DECEMBER 10, 2020 EDC MEETING, AS PRESENTED. MOTION CARRIED.

HOLD ANNUAL MEETING:

Election of Officers: Mr. Borglund noted that a Chairperson and Vice Chairperson would need to be nominated and elected.

MATTHEW FINN WAS NOMINATED AND APPOINTED TO THE POSITION OF CHAIRPERSON.

CURT REKSTAD WAS NOMINATED AND APPOINTED AS VICE CHAIRPERSON.

Nomination to Parking Advisory Board: Mr. Borglund noted that previous Commission member Gary Fahnhorst held this position for the past 40 years. He advised that it requires someone that is possible to attend the meeting which is typically held at 7:00 a.m.

Commissioner Smith volunteered to serve as a member of the Parking Advisory Board.

Review Enabling Ordinance: Mr. Borglund stated that the enabling ordinance was included in the packet for annual review purposes.

Review Bylaws: Mr. Borglund stated that an update to the attendance requirement was made in 2017, otherwise the bylaws have not been changed since originally created.

Review Meeting Schedule: Chairperson Finn stated that the Commission has been meeting the second Thursday of each month at 7:00 a.m. and confirmed the consensus of the Commission to continue with that meeting schedule.

Establish Subcommittees: Chairperson Finn suggested that discussion on subcommittees be paused as the subcommittees are not very active at this time.

Mr. Borglund confirmed that there as the group goes along a subcommittee could be formed as needed.

Appoint Chamber Liaison and Discover Anoka Liaison: Chairperson Finn noted that both of these groups meet once per month to discuss recent activities. He stated that Commissioner Lee previously served as the Chamber Liaison.

Commissioner Lee confirmed that he would continue to serve as the Chamber Liaison.

Commissioner Garrick commented that he would be interested in serving as the Discover Anoka Liaison.

OLD BUSINESS:

EDC 2020 Accomplishments and 2021 Goals: Mr. Borglund stated that based on the conversation in November and December he created the list of draft 2020 accomplishments and 2021 goals. He reviewed the draft list of accomplishments that was included in the packet.

Chairperson Finn commented that it would be nice to see promotion of the work the City has done to support the local businesses, as the community is not always seen as being business friendly.

Mr. Borglund noted that the City is simply trying to provide assistance in whatever way it can and commented that the intent is for the businesses to be the focus. He stated that he can share the comment to the City Council.

Chairperson Finn reviewed the draft list of goals for 2021.

Commissioner Lee suggested that perhaps an internal goal be for the Commission to staff a booth at different community events.

Mr. Borglund confirmed that would fall under the mission of the Commission and noted that perhaps it is not listed as a goal but be something the Commission aim to do.

Chairperson Finn commented that businesses are appreciative when someone from the Commission attends ribbon cuttings or visits businesses and agreed that the Commission should continue to show a presence in the community.

#### NEW BUSINESS:

Business Survey Follow-Up: Mr. Borglund stated that he has printed each of the 50 survey responses for those attending in person at the meeting. He reviewed some of the comments received in the area where businesses could provide a more detailed response. The Commission and staff discussed possible ideas as to how those comments could be addressed.

Mr. Borglund asked the Commission to review the remaining responses in more detail that are not discussed at the meeting. He noted that if the members of the Commission identify any additional responses that may be needed, they could provide that information to staff or reach out to the business if they felt comfortable doing so.

Mr. Borglund continued to review some of the comments with the Commission to receive response. The Commission and staff had additional discussion related to whether items would need response, whether those topics were already being addressed by other City groups/staff, and other potential resources the Commission could suggest to the businesses.

#### COMMUNICATIONS AND REPORTS:

##### Marketing and Communications Updates:

- Chamber of Commerce: Commissioner Lee noted that he was attending as a representative of his employer that was a member but is no longer a member. It was noted that staff will confirm the participation of Commissioner Lee as a representative of the Commission.
- Discover Anoka: No comments.
- ABLA: No meeting in December 2020 or January 2021

#### MISCELLANEOUS:

Discuss February's Meeting Agenda: No comments.

Staff Update: Mr. Borglund advised that the County has another business grant program using funds it received from the State that became available today. He stated that staff continues to work with the Jackson Street businesses to find creative solutions to encourage business. He stated that people are liking the outdoor activity and staff is planning a meeting with the bar and restaurant owners in preparation for the spring/summer season. He stated that the setup for 2020 was a reaction to executive orders from the Governor and was a quick response and hoped that a better plan could be worked out that would be more aesthetically pleasing for 2021. He provided a brief update on other development activity within Anoka.

Adjournment: The meeting was adjourned upon a motion by Commissioner Garrick, a second by Commissioner Lee, and a unanimous vote of those present at 8:35 a.m.

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