

1. 7:00 A.M. Economic Development Commission Agenda

Documents:

[6-11-2020 EDC AGENDA.PDF](#)

2. 7:00 A.M. Economic Development Commission Meeting Packet

Documents:

[6-11-20 EDC PACKET.PDF](#)



ECONOMIC DEVELOPMENT COMMISSION
Thursday, June 11, 2020
Council Worksession Room
7:00 a.m.

AGENDA

1. Call to Order
2. Oath of Office
3. Roll Call
4. March 12, 2020 Meeting Minutes
5. Old Business
 - A. Business Survey Questions and Business List
 - B. Duffy Boat Update
6. New Business
 - A. Covid-19 Small Business Loan Program
 - B. Temporary Covid-19 Outdoor Seating Program
 - C. Summer Event Changes Due Covid-19 Update
7. Communications and Reports
 - A. Marketing & Communications
 - Discover Anoka
 - Chamber of Commerce
 - ABLA
 - B. Sub-committee Updates
8. Miscellaneous
 - A. Discuss July's Meeting Agenda.
 - B. Staff Update
 - C. Open discussion on current economic/business issues/challenges.
9. Adjournment

NOTE: DUE TO COVID-19 SOME MEMBERS MAY BE IN ATTENDANCE USING ZOOM.



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Memo

To: Economic Development Commission
From: Doug Borglund, Community Development Director
Date: June 5, 2020
Re: Thursday, June 11, 2020 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. **Oath of Office.**
2. **Roll Call.** Staff will record the names of those present at the meeting.
3. **Approval of March 12, 2020 Meeting Minutes.** Minutes from the January 10, 2019 Meeting. Action Required.
4. **Old Business**
 - A. Business Survey Questions and Business List
 - B. Duffy Boat Update
5. **New Business**
 - A. Covid-19 Small Business Loan Program
 - B. Temporary Covid-19 Outdoor Seating Program
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**
 - C. **Open discussion of current economic/business issues and challenges.**
8. **Adjournment.** Let's plan to adjourn no later than 9:00 a.m.

CITY OF ANOKA
ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
MARCH 12, 2020

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: Gary Fahnhorst, Mathew Finn, Curt Rekstad, and Joe Riley. EDC members absent were: Allen Acklund, and Jeff Lee. Staff present: Community Development Director Doug Borglund.

Approval of Minutes: No action taken.

Other: Mr. Borglund introduced Quinn, who is possibly interested in joining the Commission and is present to observe today.

OLD BUSINESS:

Annual Enterprise Park Meeting Update: Mr. Borglund stated that the annual meeting is scheduled for March 25th at Greenhaven and noted that the agenda was included in the Commission packet. He stated that there will be a closest to the pin contest using the new golf simulators. He stated that Chairperson Finn will complete an introduction to open the meeting. He reported that the reservation list continues to grow and reviewed the items that will appear on the agenda for the meeting.

NEW BUSINESS:

Police Department Captain Andy Youngquist – Downtown Security: Police Captain Andy Youngquist provided background information on what the City has tried to do to increase comfort of downtown shoppers and thwart challenges. He provided details on the park patrol personnel and the duties that those employees are responsible for. He stated that they have received a lot of positive feedback from downtown business owners related to impact that the park patrol personnel have had. He stated that the City also invested heavily in the camera system downtown, which has aided in many investigations and has attributed to many arrests and convictions. He confirmed that the camera system began with donations of equipment from ABLA and then migrated to the City. He provided additional details on the camera system and the body worn cameras.

Duffy Boat Update: Mr. Borglund stated that UffDa Adventures is still interested in doing something in Anoka. He stated that the company is also trying to work out a deal in Minneapolis and would then purchase the boats all at once. He stated that staff will continue to work with the company.

Business Survey Questions and Business List: Mr. Borglund stated that based on the last discussion, staff developed the questions for Survey Monkey.

Chairperson Finn stated that the Elk River Chamber of Commerce was interested in seeing the survey as that organization thought it could be a good option for their business community as well. He suggested listing the yes/no questions first with the open-ended questions at the end of the survey.

The Commission confirmed that it would make more sense to put the yes/no questions in the beginning with the open-ended questions at the end.

Chairperson Finn commented that he is excited to get the feedback from the business community.

Mr. Borglund recognized that this is the first attempt and additional tweaks may be desired in the future.

Commissioner Fahnhorst suggested adding the statement “Please complete this brief 12 question survey.” He explained that people that are short on time may be more interested in completing the survey if they know there are only 12 questions.

Mr. Borglund stated that there is not a perfect business list and explained the information that staff used in attempt to gather business information. He stated that staff has a goal of April 1st to complete the list and send out the survey. He noted that they are attempting to make sure the survey is sent to the right person for the business as well.

Commissioner Rekstad asked if there would be a way to offer an incentive to complete the survey.

Chairperson Finn stated that could be something the group discusses for the survey next year.

Mr. Borglund stated that historically there has been a good response in Anoka to this type of activity. He noted that once completed, the Commission and staff can review the responses to determine if there are any trends in the responses.

COMMUNICATIONS AND REPORTS:

Marketing and Communications Updates:

- Discover Anoka: Chairperson Finn stated that he was unable to attend the meeting, but the group has been discussing upcoming road construction projects that will occur in the downtown area.
- Chamber of Commerce: The Chamber will be holding an upcoming gala.

- ABLA: Mr. Borglund noted that the City Engineer provided an update on the staging for the downtown area road projects. He noted that Mr. Nelson could provide his presentation to the Commission if desired.

Chairperson Finn stated that perhaps the Discover Anoka group would be interested in seeing that presentation.

Mr. Borglund stated that the group also discussed some housekeeping items and staff provided a development update.

Subcommittee Updates: No updates.

MISCELLANEOUS:

Discuss April's Meeting Agenda: Mr. Borglund stated that Open to Business has a new staff person that could provide an update.

Chairperson Finn stated that he would like to speak to Open to Business once the survey results have been received, but before the Commission meets with business owners as that could be a great resource to link businesses with. He asked if there is a representative from businesses that the group does not discuss as much, as the focus is often on downtown or the industrial park.

Commissioner Rekstad suggested having an update from Metro Transit sometime this year.

Commissioner Riley asked if Anoka would be interested in rental bike stations.

Chairperson Finn commented that it could be helpful to hear input from a representative of the hospital and if there is something the business community could do to assist that business.

Staff Update: Mr. Borglund advised of an upcoming ribbon cutting on Friday, March 13th at the Rum River Art Center. He provided an update, including purchase agreements and other recent development activities.

Adjournment: The meeting was adjourned at 8:27 a.m.

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



COVID-19 REVOLVING SMALL BUSINESS LOAN

I. General Purpose and Objective for Creating this Policy

To help sustain the local economy and to maintain and strengthen the tax base, the City often considers ways to stimulate economic development. The City of Anoka has created a \$250,000.00 small business loan program to provide financial assistance to small businesses in Anoka who are adversely impacted by the COVID-19 pandemic. The funds come from the Urban Redevelopment fund historically used for SAC and WAC loans for small businesses.

II. Businesses Eligible For The Loan Program

Only businesses that meet ALL of the following eight criteria will be considered:

- At least 2 and no more than 25 full-time equivalent (FTE) employees (40-hour/week employee counts as 1 FTE. A 10-hour/week employee counts as 0.25 FTE, etc.)
- Annual gross revenue in 2019 of \$1,000,000 or less
- 2020 revenues in decline due to COVID-19
- Located in a commercial zoning district in the City of Anoka
- Physical “brick and mortar” business

Also, businesses must:

- Be a conforming or legally nonconforming use under the current zoning regulations of the city
- Not be in violation of the city’s zoning code
- Not have any delinquent taxes, bills or charges due to the City

III. Businesses Are Ineligible If They Meet Any Of The Following Conditions:

- New business not in operation in Anoka prior to January 1, 2019
- Corporate or multi-state chains that are not locally owned
- Businesses delinquent in payment of lease, loans, tax liabilities or other expenses prior to Feb. 29, 2020
- Businesses with owner’s delinquent in any tax payment for any Minnesota business prior to Feb. 29, 2020

- Government owned or operated enterprises
- Businesses owned or operated by elected City officials
- Not-for-profit enterprises/entities or Home Businesses

IV. Form of Assistance

- The small business revolving loan program has a limited amount of funds available and will be provided to businesses that meet eligibility requirements. Funding will be provided until the funds are exhausted or the state of emergency declaration is lifted, whichever comes first.
- The City will provide loans at a rate of 5% to cover up to 2-3 months of essential operating expenses, not to exceed \$4000 plus applicable loan processing fees paid out of the loan proceeds.
- Payments will be deferred for 12 months. Interest from the 1 year of deferment will be spread over the remaining 3 years of the 4 year maximum loan term.
- Payments will be due on the 1st of the month after the deferment period. A late fee of 1% based on the total amount of the loan will be assessed after the 15th of the month.
- Only one City of Anoka loan will be considered for each business. Only one application will be accepted for individuals or entities that own multiple eligible businesses.
- Applicants must be willing sign a Personal Loan Guarantee to assure loan payback

NOTE: Application to other emergency financial programs (SBA, DEED, landlord, etc.) is encouraged and will not count against consideration for a City of Anoka loan.

V. Documentation Required

In order to be considered, the loan application must be filled out completely and accurately. Incomplete applications will NOT be considered.

The application is designed to be reasonably simple and straightforward. For full consideration, you are required to include the following information along with your completed application:

- MN Secretary of State Business Registration
- Copy of Anoka business lease or proof of business property ownership
- Confirmation of 2019 business revenue, examples include: federal tax return, profit and loss statements (certified by MN CPA), point-of-sales year-end report, other sales reports, quarterly sales tax filings or bank statement
- Year-over-year business declines for February, March, April
- Average monthly operating costs

- Intended use of funds
- Other financial relief sought
- IRS W-9 Form

VI. Local Selection Criteria

The program funding is limited to \$250,000.00. It is expected that the demand for this assistance will likely exceed available monies.

A local panel will be convened to select the recipients. The panel will consist of a representative from each of these groups: Finance Department, Community Development Department, Housing and Redevelopment Authority “HRA”

VIII. Final Loan Processing and Management

Loans will be processed and managed through the Center for Environment and Energy on behalf of the City of Anoka. The Applicant is responsible for \$200.00 and the City will be responsible for \$300.00 of the total \$500.00 loan processing fee charged by the Center for Environment and Energy. The Applicants \$200.00 will be incorporated into the total loan cost.



Community Development Department
2015 First Avenue N. Anoka, Minnesota 55303
Phone 763-576-2720

Temporary Covid-19 Outdoor Designated Seating Area Permit Application

Temporary Covid-19 Outdoor designated seating area means an outdoor area operated by an existing business establishment which sells food or beverages for immediate consumption, located on a public sidewalk, or other public property which is public through dedication or easement or public right-of-way, and private property that provides an area outside of the establishment for its patrons, and which is contiguous to the existing business premises. It is unenclosed by fixed walls and is open to the air.

Property Information

Business Name: _____

Address: _____

Business Owner Information

Applicant: _____

Address: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Property Owner Information (required if the business owner is not the property owner)

Owner: _____

Address: _____

Office Phone: _____

Cell Phone: _____

Email: _____

Outdoor Designated Area Type

- Applying for Temporary Outdoor Designated Area on public street/sidewalk (no alcohol)
- Applying for Temporary Outdoor Designated Area on public street/sidewalk (with alcohol)
- Applying for Temporary Outdoor Designated Area on private property (with alcohol)
- Applying for Temporary Outdoor Designated Area on private property (with no alcohol)

City Assistance Requested (City has limited picnic tables, jersey/traffic barriers available)

Number of Picnic Tables requested: _____

Jersey/Traffic Barriers/ if needed for containment. Provide total length in feet: _____

Operation Expectations

- Business may only operate outdoor seating under this permit starting June 1st until indoor seating capacity is increased under State of Minnesota Governors Executive Orders
- Business Hours: Business Day Open to 10:00 pm.
- Business must maintain 6 foot seating/table separation.
- Business must have no more than a maximum Occupancy of 50 customers.
- Business must take reservations only.
- Business must maintain ADA, Fire Code, Liquor/Gambling and other applicable laws.
- Business must maintain publicly owned sidewalk/street areas be used.
- Business must provide own trash/sanitation.
- Business must provide bathrooms to customers.
- Business is responsible for meeting all other requirements and standards set by the State of Minnesota Governors Executive Orders

Describe the Outdoor Seating Area

- Total Square Feet _____ (of City or private property to be used for the outdoor designated area)
- Dimensions of City or private property to be used for the outdoor designated area.
Length _____ x Width _____.

Outdoor Seating Area Site Plan: All Applicants must submit a detailed site development plan with their application.

Site Plan must include:

1. A site plan drawn of the outdoor designated area.
2. The plan must show the relationship of the temporary outdoor seating designated area to the building/place of business.

Please Email Clark Palmer/City Planner at CPalmer@ci.anoka.mn.us for an aerial photo to use as your site plan and site plan assistance.

Complete Application/Permit Checklist

- Complete Application (**No fee required**)
- Detailed Site Plan
- Updated Certificate of Insurance **if serving alcohol**

By submitting this application/permit, the Applicant hereby releases from and covenants and agrees that the City of Anoka and the governing body members, officers, agents, servants and employees thereof shall not be liable for, and agrees to indemnify and hold harmless the City, the governing body members, officers, agents, servants and employees thereof, against any loss or damage to property or any injury to or death of any person occurring at or about the property upon which the temporary Covid-19 outdoor seating designated area being applied for herein is situated.

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of Anoka to take action herein requested, that all statements herein are true; and that the operation of the temporary Covid-19 outdoor seating designated area will be conducted in accordance with the Ordinances of the City of Anoka and the laws of the State of Minnesota and the Governors Executive Orders.

Business Owner Signature

Property Owner Signature