ANOKA
REAL. CLASSIC.

ECONOMIC DEVELOPMENT COMMISSION
Thursday, January 15, 2026
Council Worksession Room
8:00 a.m.

AGENDA

1. Call to Order

2. Oath of Office: Daniel Hudlow, Julie Smith, Riley Boedigheimer

3. Roll Call

4. Approval of December 11, 2025 Meeting Minutes

5. Hold Annual Meeting
   - A. Election of Officers (Chair and Vice Chair)
   - B. Nomination to Parking Advisory Board (1 EDC Member)
   - C. Review Enabling Ordinance
   - D. Review Bylaws
   - E. Review Meeting Schedule
   - F. Establish Subcommittees (if needed)
   - G. Appoint Chamber Liaison and Discover Anoka Liaison

6. Old Business
   - A. NONE

7. New Business
   - A. EDC 2026 Goals/2025 Accomplishments
   - B. Planning 2026 Annual Enterprise Park Meeting

8. Communications and Reports
   - A. Marketing & Communications
   - B.
     - Chamber of Commerce
     - Discover Anoka
     - ABLA

9. Miscellaneous
   - A. Discuss February's Meeting Agenda
   - B. Staff Update
   - C. Group Picture for Website After Meeting in the Council Chambers

10. Adjournment

Administration Department
2015 First Avenue North, Anoka, MN 55303
763-576-2725
www.ci.anoka.mn.us

Memo

To: Economic Development Commission
From: Doug Borglund, Community Development Director
Date: January 9, 2026
Re: Thursday, January 15, 2026 Agenda

1. **Call to Order.** This meeting will be held in the Council Worksession Room at 8:00 a.m. at Anoka City Hall.

2. **Oath of Office**
Administer the oath of office to new members and reappointment of current members.

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

4. **Approval of December 11, 2025 Meeting Minutes.** Action Required.

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 2026.**

   B. **Nomination to Parking Advisory Board.** The Commission should elect one person to serve on the Parking Advisory Board for 2025. **Action: Elect someone to PAB for 2026.**

   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 City 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 2025 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 committees if necessary.**

G. Liaisons Appointments. Action: Appoint Liaisons to attend Chamber of Commerce and Discover Anoka Meetings if the Commission desires.

6. **Old Business**

   A. None

7. **New Business**

   A. EDC 2026 Goals/ 2025 Accomplishments **(Action)**
   B. Planning 2026 Annual Enterprise Park Meeting

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 – No Report

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

10. **Adjournment.** Let's plan to adjourn no later than 9:00 a.m.

NOTE: After we adjourn I will need to take an updated picture of the EDC for the website.

CITY OF ANOKA
ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES
DECEMBER 11, 2025

Call to Order: Acting Chairperson Smith called the EDC meeting to order at 8:00 a.m. at Anoka City Hall, 2015 First Avenue North in the City of Anoka.

Roll Call: EDC Members present were: Joelle Alvord, Andrew Boho, Mathew Finn, Jeff Lee, Dave Sanasac, and Julie Smith. EDC members absent were: Karen Anderson, Dan Hudlow, and Brian Beaudoin. Staff present: Community Development Director Doug Borglund and Assistant City Engineer Ben Nelson

Approval of Minutes: MOTION BY COMMISSIONER BOHO, SECONDED BY COMMISSIONER LEE, TO APPROVE THE MINUTES OF THE NOVEMBER 13, 2025, EDC MEETING, AS PRESENTED. MOTION CARRIED.

OLD BUSINESS:

None.

NEW BUSINESS:

Rum River Dam Project Update: Mr. Nelson provided an overview of the proposed Rum River Dam project, meetings that took place, related City Council actions, and funding that has been received for the project.

Commissioner Alvord asked the total cost for the project, broken down into the different segments, and how much funding has been received thus far.

Mr. Nelson replied that the total project cost is $55,000,000, and there is currently $12,000,000 in funding that has been received. He then noted the different project elements and the cost for each element.

Commissioner Finn asked for more information on funding, responsibility, and maintenance.

Mr. Borglund replied that all infrastructure will continue to be owned by the City of Anoka. He provided additional information on the time necessary to design and secure additional funding for this type of project.

Commissioner Boho asked the problem that this project is solving.

Mr. Borglund explained that the dam needs to be improved and updated. He noted the risk to employees under the current maintenance.

Commissioner Finn explained how the safety and maintenance elements drove the project and how it has evolved over the years to incorporate additional elements.

Mr. Nelson explained that some of the project elements fit different types of grant funds as well. He provided additional details on the anticipated timeline for design, permitting, and potential construction, noting that would be dependent upon funding.

Miller Building/Community Center Update: Mr. Nelson provided an update on the Miller building/community center feasibility study that was completed. He reported that the City Council chose not to move forward with this type of use and will have additional conversations in March related to other potential uses for the building/property.

Commissioner Finn asked if there has been thought to moving the pool, as he thought there were maintenance issues to address.

Mr. Nelson replied that updates were made to the pool with ARPA funds.

Commissioner Alvord noted that it would make more sense to place a community building near the pool.

2026 Goals/2025 Accomplishments: Mr. Borglund noted that Commissioner Anderson has submitted her resignation, and therefore, there will be one vacant seat to fill in 2026. He reviewed 2025 accomplishments for the group to consider. He noted that Commissioner Sanasac was appointed to the Planning Commission and, therefore, his seat will be filled in 2026 as well. It was decided that the Commission will consider the accomplishments and potential goals and bring suggestions to consider to the next meeting.

COMMUNICATIONS AND REPORTS:

Marketing and Communications Updates:

- Discover Anoka: No update.
- Chamber of Commerce: No update.
- ABLA: No update.

Subcommittee Updates: None.

MISCELLANEOUS:

Discuss January Meeting Agenda: No comments.

Staff Update: Mr. Borglund noted changes to the licensing for low-dose cannabis products, as the Office of Cannabis Management has taken over licensing for that product.

Development Update: Mr. Borglund provided a brief update on recent development activity.

Adjournment: The meeting was adjourned upon a motion by Commissioner Finn, a second by Commissioner Alvord, and a unanimous vote of those present at 9:03 a.m.

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

2015 First Avenue, Anoka, MN 55303
Phone: (763) 576-2700 Website: www.anoka minnesota.com

OATH OF OFFICE

STATE OF MINNESOTA)
COUNTY OF ANOKA)
CITY OF ANOKA)

I, Daniel Hudlow, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Anoka and that I will faithfully and impartially discharge the duties as a member of the City of Anoka's Economic Development Commission, to which I have been appointed, to the best of my knowledge and ability, so help me God.

____
Signature

ATTEST:

____

Staff Liaison, Doug Borglund

Appointed by the Anoka City Council 12.01.2025.

Term Expires: 12.31.2028

Subscribed and sworn before me this the _______ day of ________________________, 2026.

____
Notary Public

(stamp)

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Phone: (763) 576-2700 Website: www.anoka minnesota.com

OATH OF OFFICE

STATE OF MINNESOTA)
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I, Daniel Hudlow, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Anoka and that I will faithfully and impartially discharge the duties as a member of the City of Anoka's Economic Development Commission, to which I have been appointed, to the best of my knowledge and ability, so help me God.

____
Signature

ATTEST:

____
Staff Liaison, Doug Borglund

Appointed by the Anoka City Council 12.01.2025.

Term Expires: 12.31.2028

Subscribed and sworn before me this the _______ day of ________________________, 2026.

____
Notary Public

(stamp)

2015 First Avenue, Anoka, MN 55303
Phone: (763) 576-2700 Website: www.ci.anoka.mn.us

OATH OF OFFICE

STATE OF MINNESOTA)
COUNTY OF ANOKA)
CITY OF ANOKA)

I, Daniel Hudlow, do solemnly swear that I will support the Constitution of the United States of America, the Constitution of the State of Minnesota, and the Charter of the City of Anoka and that I will faithfully and impartially discharge the duties as a member of the City of Anoka's Economic Development Commission, to which I have been appointed, to the best of my knowledge and ability, so help me God.

____
Signature

ATTEST:

____

Staff Liaison, Doug Borglund

Appointed by the Anoka City Council on 12.01.2025.

Term Expires: 12.31.2028

Subscribed and sworn before me this the _______ day of _________________________, 2026.

____
Notary Public

(stamp)

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 hereinunder.

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) member sof 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 the purpose 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.

(h) To cooperate with all community groups and civic organizations within the City and to furnish them with such aid and advice as deemed appropriate.

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

(j) 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 of 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.

(k) 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.

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:

EDC Secretary

EDC Chair

Exhibit A

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.

EDC 2024 ACCOMPLISHMENTS/2025 GOALS (Approved BY EDC on 1.6.2025)

2024 ACCOMPLISHMENTS:

1. Held Annual Televised Meeting.
2. Held Annual Enterprise Park Meeting
3. Completed 2024 Business Survey and Presented Final Results to the City Council
4. Completed Anoka Market Study and Presented Final Results to the City Council
5. Participated and provided comments related to the TOD Plan Update for the Anoka Station Area

2025 GOALS:

1. Meet with or attend ABLA. Discover Anoka, and Chamber of Commerce Meetings.
2. Bicycle Promotion Efforts to Attract Biking Enthusiast to visit Anoka.
3. Support, Promote, and Attract River Recreational Uses (River Boats/ Electric Boats) or "Watertainment Activity"
4. Support and advocate for the creation and utilization of enterprise funding sources outside of the standard property tax levy.
5. Continue to Support Green Haven Golf Course Improvements

Anoka Enterprise Park Annual Meeting & Architectural Review Board Election

WEDNESDAY, MARCH 26, 2025
7:30 a.m. – 9:00 a.m.
Green Haven Golf Course & Event Center
2800 Greenhaven Road

AGENDA

1. **Registration -** 7:30 to 8:00 a.m.

2. **Call to Order** - 8:00 a.m. *(Breakfast is Served)*

3. **Welcome**
   Bryan Beaudoin, Economic Development Commission Chair

4. **Nominations & Election for Architectural Review Board**
   Clark Palmer, Senior City Planner

5. **Anoka County Economic Development Efforts & Workforce Initiatives**
   Greg Frahm-Gilles, Anoka County Regional Economic Development

6. **Anoka Dam Reconstruction/ Highway 47**
   Ben Nelson, Assistant City Engineer

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

8. **Anoka Area Chamber of Commerce Manufacturers Coalition**
   Pete Turok, Anoka Area Chamber of Commerce

9. **Anoka County Commute Solutions**
   Laurie Eggers, Transit Program Solutions

10. **Green Haven Updates**
    Mike Brual, Green Haven Golf Course Golf Course Superintendent

11. **Open Forum**
    Bryan Beaudoin, Economic Development Commission Chair (This is an opportunity to bring forward questions and concerns to City representatives).

12. **Adjourn** – 9:00 a.m.