



# COOK COUNTY/GRAND MARAIS JOINT ECONOMIC DEVELOPMENT AUTHORITY

## MEETING AGENDA

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March 15, 2022, 4:00 PM

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The mission of the Cook County/Grand Marais Economic Development Authority is to diversify the economy, create employment through retention and expansion of existing businesses and development of new businesses, support the development of housing and increase the tax base.

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF MINUTES
5. NEW BUSINESS
  - 5.1 Update Bylaws, Adopt Policy and Procedures
    - 5.1.1 Resolution to Amend Bylaws
    - 5.1.2 Resolution Adopting Purchasing and Procurement Policy and Procedures
    - 5.1.3 Resolution Adopting Policy and Procedures for Credit Cards Issuance
  - 5.2 Resolution Authorizing CC/GM EDA to Enter into Agreement to Perform Comprehensive Housing Study\*, *Agreement*
  - 5.3 Business & Housing Funding Applications
    - 5.3.1 North Shore Laundry, *Application\**
    - 5.3.2 Hamilton Habitat, *Application\**
6. FINANCIALS
  - 6.1 Golf Course Financials (forward to audit)
  - 6.2 EDA Financials (forward to audit)
  - 6.3 EDA Payments (motion to approve)

7. UNFINISHED AND ONGOING BUSINESS

7.1 Board of Commissioner-Officer Election and Committee Selection, *Current Board, Officers, and Committees\**

7.2 Assisted Living

7.3 Child Care Update

7.4 Cedar Grove Business Park

7.4.1 Zoning Ordinance Amendment Work

7.4.2 Current Lots for Sale

7.5 HRA Update

8. REPORTS

8.1 SBDC Report

8.2 Director's Report

9. OTHER BUSINESS

Next meeting, Tuesday, April 12, 2022

Adjourn

Denotes Action Item

Board of Commissioners

Howard Hedstrom, President

Anton Moody, Vice President

Scott Harrison, Treasurer

Ann Sullivan, Secretary

Carol Mork, Commissioner

Bev Green, Commissioner

Open Seat, Commissioner

**Cook County-Grand Marais Economic Development Authority**  
**February 8, 2022 - 4:00 p.m.**  
**Cook County Courthouse, Commissioners' Room**

**Present:** Board Members Bev Green, Scott Harrison, Carol Mork, and Ann Sullivan

**Absent:** Board Members Howard Hedstrom and Anton Moody

**Others present:** Small Business Development Center Consultant Pat Campanaro, Executive Director Beth Drost, Rhonda Silence, note-taker, Jim Boyd representing the Chamber of Commerce, HRA President Mary Somnis, and Jon Petters.

Director Beth Drost noted that Rhonda was on her way, so Ann agreed to take minutes until Rhonda arrived.

Due to the absence of two officers, Ann Sullivan suggested appointing Carol Mork as acting President.

*Motion to appoint Carol Mork as acting president by Ann Sullivan, second by Scott Harrison.*

*Motion carried, all ayes.*

Meeting called to order by Acting President Carol Mork at 4:15 p.m.

**Public Hearing for Cedar Grove Lots**

There were no members of the public who provided comments, so the board agreed to proceed with the closing of Block 5 Lot 8 to Vesta Unchained LLC and continue their efforts on Block 4 Lot 7 to Hungry Jack, LLC.

**EDA Public Comment**

Jon Petters came to share his thoughts with the EDA after an earlier conversation with Howard Hedstrom and Beth Drost. Jon is interested in the potential development of affordable workforce housing in Grand Marais. Over the last 12 years, he has developed multiple housing units (500-1,000 square feet) in St. Joseph. His philosophy has been to create well-designed smaller units which are affordable, and his experience is that they rent easily to workers, retirees, and a wide variety of individuals. Jon has spoken to a landowner here in town about potential development on his land; he spoke about the costs of development where infrastructure is already present vs land where infrastructure is non-existent. He has had experience with TIF (tax increment financing) in the St. Joseph project. Jon made it clear to the group there was no plan for any VRBOs in this potential project.

Mary Somnis addressed the group about questions that came up at the recent Grand Marais City Council meeting regarding "accessory residential use" in the Cedar Grove Business Park. In particular, she discussed trails, the possibility of one-way routing of traffic in Cedar Grove and/or a slower speed limit to address some of the city council's concerns.

## **Agenda and Minutes**

Agenda reviewed. *Motion by Ann Sullivan to move the officer election to March 8 and approve the amended agenda; Bev Green seconded that motion. All ayes.*

Minutes of the January 11 meeting were reviewed. Drost noted that at the time of the meeting, the EDA had received notice via email that the community would be receiving a DEED grant of \$140,000 to fund childcare efforts in the community. Unfortunately, after that meeting, DEED notified the EDA that it had erred and that funding would not be coming to Cook County. The board noted that the January 11 minutes reflect what was understood at that time and a correction is not needed, but asked that the February minutes show that this funding will not be received. *Motion to approve the January 11 minutes by Scott Harrison, second by Bev Green. Motion carried, all ayes.*

## **NEW BUSINESS**

### **Taconite Area Business Relief Program update**

EDA board members Carol Mork and Ann Sullivan reported that they met to consider some language changes for the Taconite Area Business Relief (TABR) program. There needs to be some policy for handling TABR loans for businesses that are sold, or who close. They will bring some proposed language to the next EDA meeting for review.

### **One Roof Four Directions Dwelling update**

Drost said the intended use of the Four Directions Dwellings apartments developed by One Roof Housing in Lutsen was for long-term workforce rental housing. Drost reminded the EDA board that to ensure the apartments were filled (and rent collected) when the apartments were constructed a number of West End business owners committed to leases for their employees. Those leases are now expiring and under the existing language, the apartments must be advertised to the public for possible rental.

## **FINANCIALS**

### **Superior National at Lutsen & EDA financial**

EDA Treasurer Scott Harrison said he had just received the financials for January 2021 from the EDA's new bookkeeper. The financials are in a different format than usually received and Harrison said he would like some time to go over the documents before filing them for the next EDA audit.

### **EDA payments**

The board reviewed the list of bills to be paid for February. *Motion by Scott Harrison, second by Bev Green to pay the bills as presented. Motion carried, all ayes.*

## **OLD AND ONGOING BUSINESS**

### **Board and Commissioners – Officer Election**

Because two board members were absent, the election of board officers was postponed to March EDA meeting.

### **Child Care Update**

Drost and Small Business Development Consultant Pat Campanaro continue to be involved with this coalition. They want to keep this in the forefront as lack of child care is a barrier to economic development.

Drost said although the community is not receiving a DEED grant for child care, there are plans to continue working on this. On February 17, there will be an online child care provider appreciation event. Providers from two home daycares, the Cooperation Station, the YMCA, Grand Portage Headstart, Birch Grove and School District 166 are invited. Campanaro said they expect about 30 people to take part. They are working on getting some small appreciation gifts for participants. Drost said anyone who would like to donate something can contact her or Campanaro.

Another event coming up is an online Child Care Town Hall to share information and gather suggestions on how to resolve the child care shortage. Campanaro said there currently 66 daycare slots and a need for daycare for 266 kids.

Board Member Bev Green asked why there are not more home daycares. Campanaro said it is difficult to obtain certification under some of the current regulations and many homes are not set up to be a daycare. Green, who was a daycare provider when her children were young, said it was difficult when she did it, with fire marshal and other inspections and a lot of paperwork for the food program, etc. But she said it was also one of the most rewarding jobs she ever had.

### **Cedar Grove Business Park update**

Drost said now that the public hearing has been held for the lot sale to Vesta Unchained/Hungry Jack, the EDA can move ahead with the lot sale closing.

EDA Director Drost told the EDA that the Cedar Grove Business Park zoning ordinance amendment request went before the Grand Marais City Council and although the changes to allow “accessory residential use” had been recommended for approval by the Grand Marais Planning Commission, the city council wanted more information before making its decision. The city has concerns about safety for pedestrians which would increase with residential use. There were also concerns that the residential use could end up being short-term rentals. Drost said she will work on language that would better address those concerns. She will bring it back to the next EDA meeting. Carol Mork and Ann Sullivan volunteered to assist as needed. It was agreed that this is time critical, as there are Cedar Grove Business Park lot sales that are contingent on this language change.

### **Housing and Redevelopment Authority update**

Drost said the HRA has invited the EDA board to attend upcoming HRA training with the MN Housing Partnership. She said this is important as there will be an overlap between the two entities for a while. She will get the dates and information to the EDA board when it is available.

Ann Sullivan said the HRA is interviewing three candidates on Friday, February 18. They are the ones who were rated the highest by the HRA board. She said County Administrator James Joerke compiled the applicant information so it was anonymous.

### **Small Business Development Center report**

Small Business Development Center Consultant Pat Campanaro shared a written report on her activities. Of special note are two classes coming up at Cook County Higher Education in March—*Side Hustle*, which will help people turn hobbies or small jobs into extra income and *How to Start a business*.

### **EDA Director Report**

In addition to matters already discussed, EDA Director Drost told the EDA that she is working on a DEED Main Street Revitalization Grant. The Northland Foundation is involved in this and they have asked for information on what is happening in Cook County. She said the hope is to eventually create a Cook County Main Street Revitalization Program.

### **OTHER BUSINESS**

#### **Election of officers**

Ann Sullivan reminded the board that at that at the next meeting they will elect officers. She asked the board to prepare and think about who to nominate. Sullivan asked Drost to share the EDA bylaws on elections with the board.

#### **Hamilton Housing/HOME Consortium**

Mary Somnis told the board that Anna Hamilton of Hamilton Housing is working on a grant for housing funds from the HOME Consortium. Drost is assisting with the application but the deadline is soon, so Somnis suggested that the EDA board authorize Drost to complete the application.

*Motion by Ann Sullivan, second by Bev Green to authorize Director Beth Drost to submit the HOME Consortium grant application from the EDA on behalf of Hamilton Housing. Motion carried, all ayes.*

The next EDA meeting is Tuesday, March 8 at 4:00 p.m. in the Cook County Commissioner's Room.

Director Beth Drost agreed to do an EDA update interview with WTIP.

*Meeting adjourned at 5:15 p.m.*

Respectfully submitted by  
*Rhonda Silence – Minutes & More*

**TO:** CC/GM EDA  
**FROM:** Beth Drost  
**RE:** Proposed Bylaws Amendments  
**DATE:** March 15, 2022

Please find the recommended section and proposed amendments to the bylaws below for review and discussion.

**Section: 1.2 Office**

**Proposed Statement**

425 W Highway 61, Upper Level, Suite B

**Current Statement**

411 West Second Street

**Rationale**

Planned change of office location

**Section 2.1: Officers**

**Proposed Statement**

Add:

The President, Vice President, and Treasurer shall be members of the Board and shall be elected annually. No Commissioner may serve as President and Vice President at the same time. There is no limit to the number of terms an Officer may serve, concurrently, and otherwise.

The offices of Secretary, Assistant Treasurer, and Executive Director/Coordinator need not be held by a Commissioner.

**Current Statement**

The President, the Vice President, and the Treasurer shall be members of the Board and shall be elected annually, and no Commissioner may serve as President and Vice President at the same time. The offices of Secretary, Assistant Treasurer, and Executive Director/Coordinator need not be held by a Commissioner.

**Rationale**

The limit, or no limit should be clarified.

**Section: 4.3 Checks**

**Proposed Statement**

An Authority check must be signed by two of three authorized signers.

**Current Statement**

An Authority check must be signed by the Treasurer and one other official named by the Authority in a resolution.

**Rationale**

Efficiency. There are three signatories on the accounts, each should be valid as such. See Policies and Procedures for Treasurer's responsibilities.

## **Section 2.9: Terms of Board of Commissioners**

### **Proposed Statement**

Strike all of the Section 2.9 and replace with the following:

- a. The board of commissioners constitute a seven-member authority, of whom one must be a Cook County Commissioner and one must be a Grand Marais City Council Member, two shall be appointed by the Grand Marais City Council and three shall be appointed by the Cook County Board of Commissioners.
- b. Board members will serve six year terms from January of the appointment year, until December of the year of the term expiration.
- c. Vacancies must be filled for the balance of the unexpired term, in the manner in which the original appointment was made to preserve staggered terms.
- d. Board members may serve no more than \_\_\_ consecutive terms or a total of \_\_\_\_ years.

Or

- d. There are no limits to the number of consecutive or non-consecutive terms a board member may serve.

### **Current Statement**

The Authority was formed in September, 1988. At that time the Commissioners were appointed for initial terms of one, two, three, four, five or six years; expiring in the month of September in the appropriate year. Given that currently Cook County appoints members to commissions on the first Tuesday in January, that the Authority's annual meeting is in February and that Officers for the Authority, as detailed above, are elected in February, it is the wish of this Board of Commissioners to change the term appointment/expiration date from September of the respective year to January of the following year. The outgoing Board Member's last meeting will be December and the new Board Member's first meeting will be in January.

### **Rationale**

It is unclear what the term length is from the language above. To ensure broad public participation, vitality, and diversity, the board should establish term limits of consecutive terms. Six years is written in the 1988 Mn Statute Chapter 516 – H.F. No. 1224.



### **Section 3.3**

#### **Proposed Statement**

Change occurrences of **twenty-four hours to seventy-two hours**, per statute

#### **Current Statement**

Special meetings of the Board may be called by the President or, in the event of the President's absence or inability, by the Vice President at any time, upon twenty-four hours prior notice to all Commissioners, officers and Executive Director/Coordinator. Upon the same notice, special meetings of the Board may also be called by any two Commissioners. The Secretary shall post notice of any special meeting in the principal office of the Authority no less than twenty-four hours prior to such special meeting.

#### **Rationale**

Statute:

13D.04 NOTICE OF MEETINGS.

Statutory: Subd. 2.Special meetings.

(a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

### **Section 3.7 Meetings by Telephone or Interactive Technology**

#### **Proposed Statement**

**The Authority may conduct a meeting by telephone or interactive technology so long as conditions are met to satisfy public meeting obligations.**

#### **Current Statement**

none

## **Rationale**

Adds electronic and interactive communication. Boards should adopt practices that maximizes participation, including accommodating remote or electronic participation in meetings, deliberations, or decision-making.

## **Section 4.3**

### **Proposed Statement**

An Authority check must be signed by two or three authorized signers.

### **Current Statement**

An Authority check must be signed by the Treasurer and one other official named by the Authority in a resolution.

### **Rationale**

Getting checks from one side of the county to the other to sign is inefficient

## **Section: 4.12 Compensation and Reimbursement**

### **Proposed Statement**

The Board will receive \$50.00 for attending a regular, or special meeting of the Authority.

### **Current Statement**

The Board will receive \$25.00 for attending a regular meeting of the Authority.

### **Rationale**

This amount is the mid-amount of an honorarium for other EDA boards researched, high of \$120/mtg.



**LOCi Consulting LLC**  
288 Macalester Street  
Saint Paul, Minnesota 55105  
651-888-8464  
[grant@lociconsult.com](mailto:grant@lociconsult.com)

March 8, 2022

Beth Drost  
Executive Director  
Cook County/Grand Marais Joint Economic Development Authority  
PO Box 597  
425 W Highway 61, Suite B  
Grand Marais, Minnesota 55604

Dear Ms. Drost:

I am pleased to present an outline of the services LOCi Consulting LLC will provide Cook County/Grand Marais Joint Economic Development Authority ("Client") related to your need for market analytics. If it meets with your approval, this letter will serve as our agreement.

**Purpose**

The Client is wants to understand market conditions for housing in Cook County, Minnesota. The Client would like information on existing conditions and potential demand for:

1. For-sale single family housing units;
2. Market-rate general occupancy rental units;
3. Affordable general occupancy rental units, and
4. Senior housing units, both market rate and affordable.

**Scope of Services – Comprehensive Housing Market Analysis**

**Demographic and Economic Data**

1. Define market area for housing in the county.
2. Provide maps of market area.
3. Gather and summarize key demographic data for the market area:
  - Total population and number of households, 2021 and 2026 (data for 2020 are estimated and data for 2025 are forecasted)
  - Age by gender, 2021
  - Income by age of householder, 2021 and 2026
  - Homeownership by age of householder, 2010
  - Median home value, 2021
  - Daytime population, 2021
  - County employment estimates, 2020
  - Unemployment rate
  - Employment by industry
  - Major employers

- Turnover as shown by move-in year for rental households, 2019
  - Cost burdened households, 2019
  - Affordable housing income requirements for the county
4. Provide thematic maps showing demographic and economic data.

### **Housing Market Analysis**

1. Gather and summarize housing data from American Community Survey for the market area:
  - Age of housing stock, 2019
  - Quality of housing stock, 2019
2. Profile recent land sales in the market area. Collect data of prices and sizes.
3. Gather and summarize data on single-family home sales in the market area.
4. Profile for-sale single-family home, townhome, or condominium developments in or near the market area. Collect data on prices, unit sizes, occupancy, and features and amenities.
5. Profile general-occupancy and affordable multifamily developments in or near the market area. Collect data on rents, unit sizes, occupancy, and features and amenities.
6. Profile independent living, assisted living, or memory care assisted living developments in or near the market area. Collect data on rents, services, unit sizes, occupancy, and features and amenities.
7. Interview up to five sources familiar with the local housing market (real estate agents, property managers, developers, owners, etc.)

### **Demand Analysis and Recommendations**

1. Provide forecasts of demand in the market area between 2021 and 2026 for:
  - General-occupancy rental housing
  - Affordable rental housing
  - Independent living senior housing (both with services and without services)
  - Assisted living senior housing
  - Memory care senior housing
  - Affordable senior housing
2. Provide conclusions and recommendations.
3. One one-hour meeting to present findings to Client in person in Cook County or over conference call.

### **Deliverables**

The deliverables for this project will include:

- One written report in PDF format

### **Timing of Project**

The draft report will be completed within 30-45 days of receipt of the signed letter agreement. A final version of the report will be completed within 5 business days from receiving comments. The one-hour meeting will be scheduled after completion of the draft of the report.

### **Payment**

In consideration for the services to be performed, Client agrees to pay LOCi Consulting LLC:

- \$12,000

Fees will be due and payable following receipt of an invoice from LOCi Consulting LLC upon completion of the scope outlined in this engagement letter. Compensation for services is due within 30 days of the mailing of the invoice. Finance charges of 1.25% per month will be added to any past due amounts. The invoice will include the following: an invoice number, the dates covered by the invoice, and a summary of the work performed.

If additional meeting time or research is requested by the Client beyond the research set forth in the Process Outline, this time will be billed at LOCi Consulting LLC's normal hourly rate of \$250 plus any travel expenses.

## **Materials**

Other than the materials described below, LOCi Consulting LLC will furnish all materials and equipment used to provide the services required by this Letter Agreement.

Client will make available to LOCi Consulting LLC, at Client's expense, the following:

- Any demographic, competitive, or other data that has been collected by Client to date.

## **Expenses**

Overnight travel is not required for the scope of services described in this letter. However, should the scope of the analysis be extended by the Client and overnight travel becomes necessary, Client will reimburse LOCi Consulting LLC for travel time, airfare, hotel, rental car, and meals. Estimates of costs can be provided to Client. LOCi Consulting LLC shall be responsible for all other expenses incurred while performing services under this Agreement.

## **Confidentiality**

LOCi Consulting LLC acknowledges that it may be necessary for Client to disclose certain confidential and proprietary information in order to perform duties under this Agreement. LOCi Consulting LLC will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of Client without Client's prior written permission except to the extent necessary to perform services on Client's behalf.

## **Termination**

Either party may terminate this Agreement at any time by giving five days' written notice of termination. LOCi Consulting LLC will be entitled to full payment for services performed prior to the date of termination. This obligation, and any payment obligations pending at termination, survive termination.

## **LOCi Consulting LLC Status**

LOCi Consulting LLC is an independent contractor, not Client's employee. LOCi Consulting LLC has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed. LOCi Consulting LLC has the right to perform services for others during the term of this Agreement.

## **No Partnership**

This Agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.

## **Applicable Law and Jurisdiction**

This Agreement will be governed by the laws of the state of Minnesota. Any disputes arising from this Agreement must be handled exclusively in the federal and state courts located in Minnesota.

## **Exclusive Agreement**

This Agreement (including any attached exhibits) is the entire Agreement between LOCi Consulting LLC and Client.

## **Resolving Disputes**

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator in Saint Paul, Minnesota. Any costs and fees other than attorneys' fees associated with the mediation will be shared equally by the parties.

If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to binding arbitration in Saint Paul, Minnesota, under the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so.

However, the complaining party may refuse to submit the dispute to mediation or arbitration and instead bring an action in an appropriate small claims court.

## **Modifying the Agreement**

If any intended changes or any other events beyond the parties' control require adjustments to the Agreement, the parties will make a good-faith effort to agree on all necessary particulars. Such agreements will be put in writing, signed by the parties, and added to this Agreement.

## **Limited Liability**

LOCi Consulting LLC's total liability to Client under this Agreement for damages, costs, and expenses will not exceed \$10,000 or the compensation received under this Agreement, whichever is less.

UNLESS A RESULT OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, LOCI CONSULTING LLC WILL NOT BE LIABLE FOR CLIENT'S LOST PROFITS OR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION, IN CONTRACT OR TORT, EVEN IF LOCI CONSULTING LLC HAS BEEN ADVISED BY CLIENT OF THE POSSIBILITY OF SUCH DAMAGES.

## **Warranties and Representations**

LOCi Consulting LLC does not make and hereby disclaims, and Client hereby waives, any representations or warranties, arising by law or otherwise, regarding the services described in this agreement, or any portion thereof, including, without limitation implied warranties of merchantability, fitness for a particular purpose, non-infringement, or arising from course of dealing, course of performance or usage in trade.

## **Assignment and Delegation**

Neither party may assign any rights nor delegate any duties under this Agreement without the other party's prior written approval. Any assignment or delegation in violation of this section is void.

**Acceptance**

If this Agreement meets with your approval, please sign below to make this a binding contract between us. Please sign both copies and return one to LOCi Consulting LLC. Keep one signed copy for your records.

Sincerely,



Grant Martin  
Principal  
LOCi Consulting LLC

Agreed to by:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Beth Drost  
Executive Director  
Cook County/Grand Marais Joint Economic  
Development Authority

RESOLUTION NO. 2022-02

STATE OF MINNESOTA  
COUNTY OF COOK  
COOK COUNTY/GRAND MARAIS JOINT  
ECONOMIC DEVELOPMENT AUTHORITY

**RESOLUTION AUTHORIZING COOK COUNTY/GRAND MARAIS ECONOMIC  
DEVELOPMENT AUTHORITY TO ENGAGE LOCI CONSULTING, LLC TO  
PERFORM COMPREHENSIVE HOUSING STUDY IN COOK COUNTY**

WHEREAS, the EDA is a public body politic and corporate and a political subdivision of the State duly organized and existing under the laws of the State. Under the provisions of the Act, the EDA has the power to enter into this Agreement and carry out its obligations hereunder; and

WHEREAS, the Authority approves of the attached letter outlining consideration of no more than \$15,000 and scope of services including demographic and economic data, housing market analysis, demand analysis and recommendations;

NOW BE IT RESOLVED that the authorizing authority of the Cook County/Grand Marais Joint Economic Development Authority does adopt this resolution.

Whereupon said Resolution No. 2022-01 was declared duly passed and adopted on the 15<sup>th</sup> day of March of the year 2022.

Upon vote taken, the following voted:

**For:**

**Against:**

**Absent:**

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Beth Drost, Executive Director





ITEMS	FURNISHED BY	TOTAL Budgeted Expense	BALANCE	Current Overage from Budget	Invoices to be paid
1 Architectural Services	Beaver River Consulting, LLC	\$6,722.50	\$0.00		
2 Survey, Building Permit	City of Grand Marais	\$3,425.00	\$0.00		
3 Clearing Building Site	Cascade Maintenance Service	\$20,000.00	\$0.00	\$11,375.03	
4 Excavating, Filling	Cascade Maintenance Service	\$20,000.00	\$0.00		
5 Grading/ Backfill	Darin Bloomquist	\$25,000.00	\$0.00	\$21,612.08	
6 Concrete	Mal Haugen	\$40,880.00	\$0.00	\$780.00	
10 Lumber	Larson Construction, LLC	\$191,406.00	\$12,711.98		\$ 12,711.98
21 Insulation/Materials	Smith Construction	\$9,700.00	\$0.00		
23 Plumbing/Materials	County Plumbing	\$47,208.00	\$0.00	\$4,720.30	
30 Electric Wiring	Granite Electric	\$36,000.00	\$20,000.00		\$ 20,000.00
52 Garage Doors	Overhead Door of Duluth	\$6,477.00	\$3,977.00		\$ 3,977.00
54 Appliances	BDS Laundry	\$220,000.00	\$35,748.70		\$ 35,748.70
56 Landscaping - culverts, bushes		\$20,000.00	\$18,901.45		\$ 18,901.45
64 Delivery Truck	Transportation Marketplace	\$50,000.00	\$65,108.00	\$15,108.00	\$ 65,108.00
65 Land	Cook County EDA	\$45,000.00	\$0.00		
67 Contingency	20%	\$47,000.00	\$0.00		
68 Misc - carts, computers, tables		\$80,000.00	\$42,745.23		\$ 42,745.23
69 Closing			\$0.00	\$12,064.75	
70 Borrowers funds to use first	Held in Escrow		\$0.00		
	<b>TOTAL ALL</b>	\$868,818.50	\$199,192.36	\$65,660.16	\$ 199,192.36

**Total Project Cost**

\$934,478.66

~~\$42,220~~

Owners Contribution from Cash

\$320,028.76

# North Shore Laundry Summary of Overages

- Clearing and site prep for building and concrete were substantially more than what was estimated at start of project. The reasons were as follows.
  - Stormwater and sediment control required hauling in a variety of pit products that were unexpected when we first looked at the project and were developing the project.
  - More material was needed to be hauled in due to gradient shift from north to south and substandard soils in the northeast portion of the property.
  - Receiving 4 inches of rain in November proved that many of our stormwater systems worked well it created havok with our parking lot and driveway access that was still in process. That even alone required hauling in 10 loads of materials just to combat the separation that occurred with the class 5 application that was in process during the rainstorm.
- Material cost increases affected plumbing, electrical, and lumber prices from the original quoted amounts. Vendors would not guarantee prices until items were delivered due to volatility. For example, the wiring needed to bring in the phase 3 power for the street was experiencing such massive increases that Viking Electric was willing to sell it to us at just a 5% markup. Even with that it was considerably more than normal pricing.
- The used truck market has been very difficult to navigate as supply is low and pricing is high. We also added an electric fork lift to the budget on that line item because we found the need to build mezzanines in the building to facilitate material movement. Despite working with laundry consultants and sketching out machine placement the traffic patterns within the building with anticipated volume will require taking material on and off these mezzanines in pallet sized lifts.

## Cook County / Grand Marais EDA

01/12/22

## Account QuickReport

Accrual Basis

January through December 2021

Type	Date	Num	Name	Memo	Amount
<b>PROJECTS</b>					
<b>Business Development Program</b>					
Bill	03/11/2021	Bus D...	Hammer, James	Start up funds for chimney sweep busin...	4,000.00
Bill	03/26/2021	Grant	Dappled Fern Fibers	Business Development Grant approved...	5,765.72
Bill	03/31/2021	Grant	Dappled Fern Fibers	Business Development Grant approved...	95.38
Bill	04/19/2021	Grant	The Fisherman's Daughter	Bus Dev Grant for the purchase of cool...	14,437.64
Bill	04/19/2021	Grant	Grand Portage Trading Post	purchase of a cooler	2,499.89
Bill	05/06/2021	Marke...	Superior National	EDA marketing funds for SNL	20,000.00
General Journal	08/12/2021	EDA0...		No more invoices coming	-4,659.88
Bill	09/08/2021	Bus D...	J Sannerud Studios		1,000.00
Total Business Development Program					43,138.75
Total PROJECTS					43,138.75
<b>TOTAL</b>					<b>43,138.75</b>

**Business and Housing Subsidy Application:**

Business Name: Hamilton Habitat Inc.

Name of applicant: Anna + Sarah Hamilton

mailing Address: PO Box 1354 Grand Marais Minn. 55760 Y

Phone: 218 387-9124

1) Describe your business, including such information as products and services provided, general market area served, experience or qualifications you have for operating this business, and any other information you feel may be appropriate:

We are a charitable 501 (c)3 84-433414 that operates 100% on donations. We build homes for the working person in Grand Marais. Homes are for sale, owner occupied + deed restricted so they remain a homestead.

2) Please check which criteria best describes your request:

Redevelopment

Projects that remove, prevent or reduce blight or other adverse conditions of property thereby protecting the City's and County's property values and the general public health, safety and welfare.

Attraction of New Business

Projects that attract or retain competitive and financially strong commercial and industrial companies, which offer the potential for significant growth in employment and tax base.

Highest and Best Use of Land

The use of the Business and Housing Funding will encourage quality construction and promote the highest and best use of the land, consistent with the comprehensive plans of the City and the County.

Needed Services

Projects that provide a needed service in the community, including health care, convenience and social services.

Unmet Housing Needs

Projects that provide housing needs not currently available in the community.

Economic Feasibility

The applicant must demonstrate that they have the experience and financing necessary for the project and that the project can be completed in a timely manner.

Job Creation

Projects that create and/or retain jobs which pay at least the higher of the current Federal or State of Minnesota minimum wage, plus appropriate benefits.

3) Amount Requested: 50K +/-

4) Describe the proposed project: 533 Sq ft home to be built Spring 2022  
at 845 N. Broadway. "Affordable housing" The home will  
include a 6x12 shed + sits on .61 acres. The home will be  
one of 2, possibly 3 that we are building in 2022. NOT  
A RENTAL.

5) Please attach the project budget, including sources and uses of funds.

6) Anticipated Completion Date: July 1, 2022

7) How many jobs do you anticipate will be created or retained by this project?

Created: 1 Retained: 5 Total: 6

8) What is the proposed wage/salary of the jobs?

Hourly: \_\_\_\_\_ Salary: \_\_\_\_\_ per contractor, varies  
Contractors get 50<sup>00</sup> per hr.  
plumber, electrician + diff work Bid by job, not hourly.  
painter 25 per hr.

845 N. Broadway

Project name: Little Cedar

Total project cost: \$132,768.59

Land: paid \$30K

Prefabbed shell of home (16X40): Premier Portable bldgs.. 22K

Windows: 6 @ \$ 2,518.59 (cost w/ no mark up from Cook County Home Ctr.)

Exterior doors: (2) \$750.00

Interior doors (4 including closets) \$1,500.00

Heater: \$1,900.00 one of two. Already a have one.

Spray foam insulation: Jared Smith \$7K

Electrician: \$4K Mackey Electric

Plumbing: \$4,500.00 Nosker Plumbing

Kitchen cabinets: \$2K

Excavating and gravel work: \$6K estimate Darin Bloomquist

Sewer/water brought to lot: \$15K estimate Darin Bloomquist

Cement work (slab) \$4,500.00 Skadburg Masonary

Cement blocks (98) \$100.00

Interior painting: \$2K Graham painting

Lumber and material cost: (at cost) 7K

Interior walls, door/window install/ sheetrock/ skirting , install of kitchen cabinets etc. \$20K Smith Construction

Gutters: \$1K Starr Construction

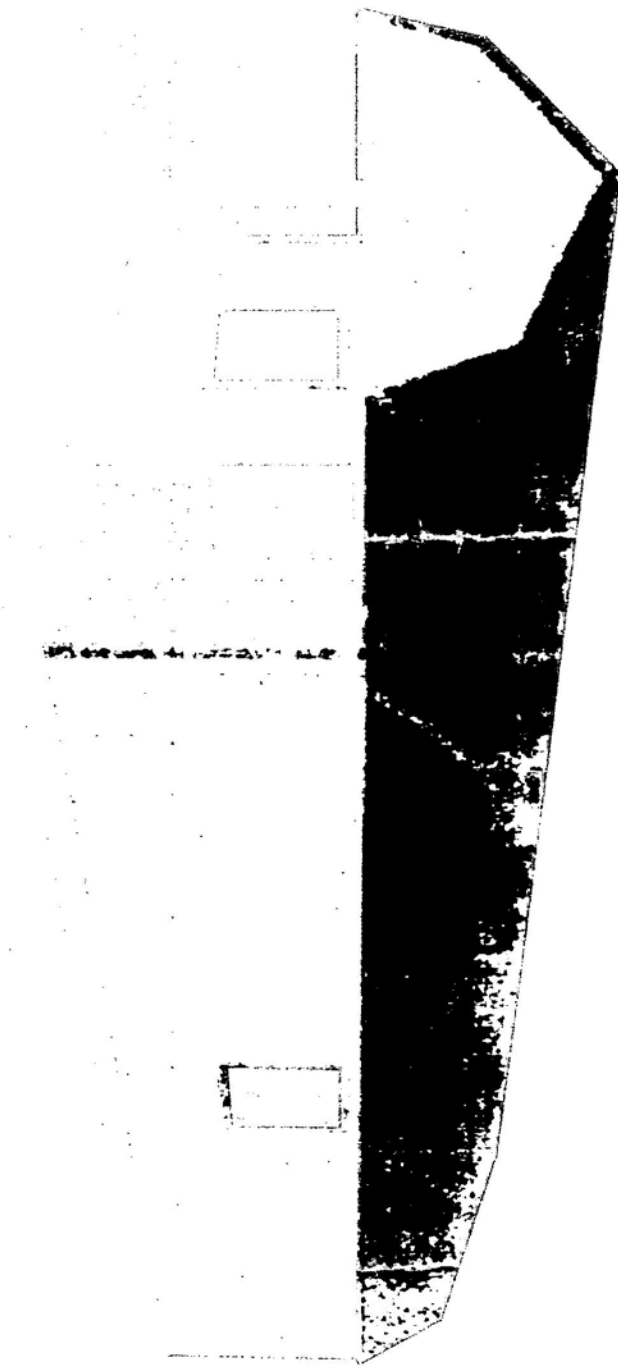
Shed 8x12 Jeff Eliason \$5K

Minus land cost \$30Kpd, ½ of shell cost pd for \$11K = \$91,768.59

Sale price will be \$150K and we have 4 buyers for this home.

NOTE: WE have approx 90K in Hamilton Habitat acct. + can cover cost BUT WE will have another home project Beginning in Spring + can USE ALL THE \$ WE CAN GET ;)

1ex 40 - includes 6' per side





# Cook County/Grand Marais Economic Development Authority

## Profit and Loss

January - February, 2022

	TOTAL
Income	
Insurance Dividends	1,078.00
Interest Income	147.57
Sale of Business Lots	15,463.70
SBDC COVID Consultant	937.50
SBDC Income	6,212.50
Uncategorized Income	6,113.62
<b>Total Income</b>	<b>\$29,952.89</b>
<b>GROSS PROFIT</b>	<b>\$29,952.89</b>
Expenses	
NSBI (deleted)	
Lawn	33.25
<b>Total NSBI (deleted)</b>	<b>33.25</b>
OPERATIONS	
Accounting Support	295.00
City Administration	39,404.87
Office	
Supplies	118.95
Telephone	215.48
<b>Total Office</b>	<b>334.43</b>
Rent Expense	2,022.08
<b>Total OPERATIONS</b>	<b>42,056.38</b>
STAFFING	
SBDC Consultant Expense	6,212.50
SBDC COVID Related Fee	937.50
<b>Total STAFFING</b>	<b>7,150.00</b>
<b>Total Expenses</b>	<b>\$49,239.63</b>
<b>NET OPERATING INCOME</b>	<b>\$ -19,286.74</b>
<b>NET INCOME</b>	<b>\$ -19,286.74</b>

# Cook County/Grand Marais Economic Development Authority

## Balance Sheet As of February 28, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
GMSB Operating Funds	167,741.31
NSFCU 5162030 Checking	79,171.73
NSFCU Money Market (87)	204,180.76
NSFCU Patronage	941.08
NSFCU Revolving Loan MM	0.00
NSFCU Savings	10,016.55
<b>Total Bank Accounts</b>	<b>\$462,051.43</b>
Accounts Receivable	
Accounts Receivable	7,100.00
<b>Total Accounts Receivable</b>	<b>\$7,100.00</b>
Other Current Assets	
Due from Cedar Grove	0.00
Due from other governments	0.00
Due from SNL	150,000.00
Prepaid Rent	915.00
Promissory Note - One Roof	0.00
Taxes Receivable - current	42,579.00
Taxes Receivable - delinquent	8,227.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$201,721.00</b>
<b>Total Current Assets</b>	<b>\$670,872.43</b>
Fixed Assets	
Land Held for Resale	687,500.00
<b>Total Fixed Assets</b>	<b>\$687,500.00</b>
Other Assets	
Tac Area Bus Relief Note Rec	220,879.38
<b>Total Other Assets</b>	<b>\$220,879.38</b>
<b>TOTAL ASSETS</b>	<b>\$1,579,251.81</b>

# Cook County/Grand Marais Economic Development Authority

Balance Sheet  
As of February 28, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	43,628.64
<b>Total Accounts Payable</b>	<b>\$43,628.64</b>
Other Current Liabilities	
Contingent Liability	50,000.00
Contracts Payable	0.00
Deferred Revenue	1,000.00
Due to Business Dev from 2019	0.00
Due to City of Grand Marais	687,500.00
Due to Cook County	100,000.00
Due to other governments	0.00
Due to SEH	0.00
Due to Workforce Recruitment	0.00
MN DEED Grant	0.00
Northspan Payable	0.00
Payroll Liabilities (deleted)	0.00
Federal Withholding	0.00
FUTA	0.00
Medicare Company	0.00
Medicare Employee	0.00
MN Unemploy Company	0.00
PERA	0.00
PERA Employee	0.00
SS Company	0.00
SS Employee	0.00
State W/holding Employee	0.00
<b>Total Payroll Liabilities (deleted)</b>	<b>0.00</b>
Salaries Payable	0.00
Unearned Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$838,500.00</b>
<b>Total Current Liabilities</b>	<b>\$882,128.64</b>
Long-Term Liabilities	
IRRRB Tac Area Bus Relief Loan	0.00
Unavailable Rev - Deferred Tax	6,066.00
Unavailable Rev - Grants	0.00
<b>Total Long-Term Liabilities</b>	<b>\$6,066.00</b>
<b>Total Liabilities</b>	<b>\$888,194.64</b>

# Cook County/Grand Marais Economic Development Authority

## Balance Sheet As of February 28, 2022

	TOTAL
Equity	
Opening Bal Equity	131,445.58
Retained Earnings	578,898.33
Net Income	-19,286.74
<b>Total Equity</b>	<b>\$691,057.17</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,579,251.81</b>

# Cook County/Grand Marais Economic Development Authority

## Check Detail

February 9 - March 14, 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
NSFCU 5162030 Checking						
03/07/2022	Bill Payment (Check)	3393	Campanaro, Pat			-3,075.00
						-3,075.00
03/07/2022	Bill Payment (Check)	3394	Cook County - Braidy Powers			-39,404.87
						-39,404.87
03/07/2022	Bill Payment (Check)	3395	Drosera Holdings			-2,191.75
						-2,191.75
03/07/2022	Bill Payment (Check)	3396	Drost, Beth			-107.74
						-107.74
03/07/2022	Bill Payment (Check)	3397	Kay Spielman			-45.00
						-45.00

# Superior National

## Statement of Activity

January - February, 2022

	TOTAL
Revenue	
Golfing Related Sales	
Greens Fees	787.02
<b>Total Golfing Related Sales</b>	<b>787.02</b>
Merchandise, Beverage & Food	
Alcohol Sales	5,644.50
Food Sales	4,795.86
Merchandise Sales	429.05
N/A Beverage Sales	152.02
<b>Total Merchandise, Beverage &amp; Food</b>	<b>11,021.43</b>
Sales - Unallocated	0.00
<b>Total Revenue</b>	<b>\$11,808.45</b>
<b>GROSS PROFIT</b>	<b>\$11,808.45</b>
Expenditures	
Administrative & General	
Credit Card Fees	445.11
Insurance	5,673.00
Licenses/Permits/Dues	747.28
Office Expense	289.20
Service Charges/Commissions	14.24
<b>Total Administrative &amp; General</b>	<b>7,168.83</b>
Club House	
Cash Over/Short	-39.71
Paper Products/Cleaning Supply	12.76
Repairs and Maintenance	461.57
Utilities	
Electric - Club House	542.75
Internet - Club House	190.00
Telephone - Club House	477.00
Television - Club House	329.14
<b>Total Utilities</b>	<b>1,538.89</b>
<b>Total Club House</b>	<b>1,973.51</b>
Grounds Maintenance	
Irrigation Expense	5,150.40
Shop Expense	599.04
Small Tools/Parts	4,484.21
Supplies	1,465.67

# Superior National

## Statement of Activity

January - February, 2022

	TOTAL
Utilities	
Electric	251.86
Garbage	280.80
Internet	140.00
Propane	3,332.84
<b>Total Utilities</b>	<b>4,005.50</b>
<b>Total Grounds Maintenance</b>	<b>15,704.82</b>
Payroll Expenses	
Payroll Burden	
Payroll Taxes	464.98
Retirement/PERA	2,336.32
Work Comp Insurance	1,957.25
<b>Total Payroll Burden</b>	<b>4,758.55</b>
Salaries/Wages	
Proshop	391.10
Salaried Employees	5,307.69
<b>Total Salaries/Wages</b>	<b>5,698.79</b>
Taxes	3,870.66
Wages	39,804.19
<b>Total Payroll Expenses</b>	<b>54,132.19</b>
Professional Services	
Accounting/Audit	452.50
Consulting	1,000.00
Marketing and Promotion	4,246.61
<b>Total Professional Services</b>	<b>5,699.11</b>
<b>Total Expenditures</b>	<b>\$84,678.46</b>
NET OPERATING REVENUE	<b>\$ -72,870.01</b>
Other Revenue	
Interest Income	242.50
<b>Total Other Revenue</b>	<b>\$242.50</b>
NET OTHER REVENUE	<b>\$242.50</b>
NET REVENUE	<b>\$ -72,627.51</b>

# Superior National

## Statement of Financial Position

As of February 28, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Cash on Hand	1,100.00
NSFCU Checking	-7,554.96
NSFCU Money Market	376,829.18
NSFCU Money Market Secured Fund	0.00
NSFCU Patronage Rebate	754.31
NSFCU Savings	10.00
<b>Total Bank Accounts</b>	<b>\$371,138.53</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Beer Escrow Account	3,200.00
Due from EDA	0.00
Golf Cart Receivable	0.00
Inventory	
Inventory - Beverages	2,654.22
Inventory - Current Merchandise	-317.00
Inventory - Food	5,148.01
Inventory -Merchandise	24,293.99
<b>Total Inventory</b>	<b>31,779.22</b>
Member Accounts Receivable	0.00
PayPal Receivable	0.00
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$34,979.22</b>
<b>Total Current Assets</b>	<b>\$406,117.75</b>



# Superior National

## Statement of Financial Position

As of February 28, 2022

	TOTAL
Fixed Assets	
Accumulated Depreciation	-5,816,115.49
Building - Club House	352,788.97
Building - Maintenance	69,357.03
Capital Items	231,747.68
Club House Equipment	108,310.05
Golf Course Equipment	1,240,781.06
Golf Course Land	213,685.00
Golf Course Renovation 2013 WIP	0.00
Land Improvements - 1st 18 Hole	2,458,064.00
Land Improvements - New Nine	1,966,820.63
Land Improvements 2013 - 2017	5,973,887.00
<b>Total Fixed Assets</b>	<b>\$6,799,325.93</b>
Other Assets	
Deferred Outflow - Pension	17,748.00
Restricted Assets held by Trust	0.00
<b>Total Other Assets</b>	<b>\$17,748.00</b>
<b>TOTAL ASSETS</b>	<b>\$7,223,191.68</b>

# Superior National

## Statement of Financial Position

As of February 28, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	28,175.03
<b>Total Accounts Payable</b>	<b>\$28,175.03</b>
Credit Cards	
Capital One Spark Mastercard	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
Bonds Payable -Restricted Asset	0.00
Club House Landscaping Project	0.00
Due to EDA	150,000.00
Due to Others	0.00
Gift Certificates	27,533.68
Grand Opening Sponsorship	0.00
Payroll Liabilities	2,138.03
Child Support	-53.41
Co. HSA	67.50
Federal Taxes (941/944)	-1,191.96
MN Income Tax	-187.00
MN Unemployment Taxes	830.80
PERA Employee	0.00
PERA Life	0.00
<b>Total Payroll Liabilities</b>	<b>1,603.96</b>
Prepaid Memberships	0.00
Salaries Payable	0.00
Sales Tax Payable	1,990.88
Tips Payable	1,164.10
<b>Total Other Current Liabilities</b>	<b>\$182,292.62</b>
<b>Total Current Liabilities</b>	<b>\$210,467.65</b>
Long-Term Liabilities	
Deferred Inflow - Pension	13,210.00
Loan Payable - Cook County	2,169,972.00
N/P - Merchants Bank -SkidSteer	0.00
N/P - Merchants Bank Toro Mower	0.00
N/P Merchants Bank 2018 Ventrac	0.00
Net Pension Liability	161,038.00
<b>Total Long-Term Liabilities</b>	<b>\$2,344,220.00</b>
<b>Total Liabilities</b>	<b>\$2,554,687.65</b>

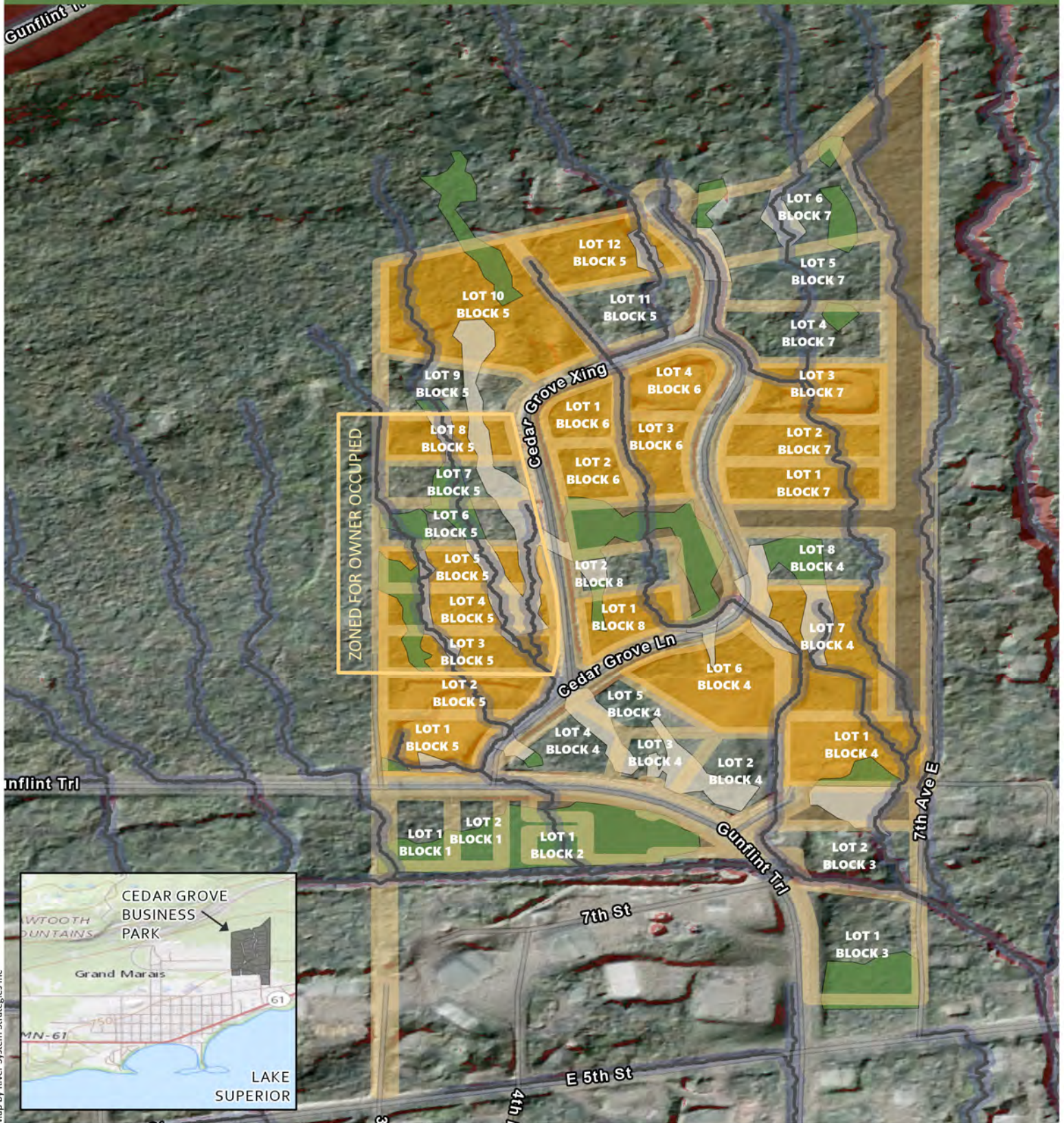
# Superior National

## Statement of Financial Position

As of February 28, 2022

	TOTAL
Equity	
Change in Net Position	259,219.00
Invested in Capital Assets, net	4,224,528.28
Opening Balance Equity	
Restricted for Debt Service	337,967.70
Retained Earnings	-378,803.61
Unrestricted	-182,944.00
Unrestricted Net Assets	481,164.17
Net Revenue	-72,627.51
<b>Total Equity</b>	<b>\$4,668,504.03</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$7,223,191.68</b>

# CEDAR GROVE BUSINESS PARK GRAND MARAIS COOK COUNTY, MINNESOTA



Map by River System Strategies Inc

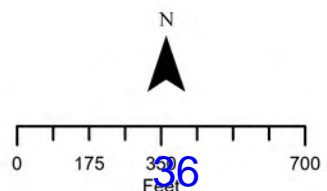
- Business Park Lot Sold
- Business Park Outlot (NFS)
- Available as of Feb. 2022
- 20' Lot Setback\*

- Watercourse Data\*\***
- Streamlines
  - 20' Streamline Setback

- Wetlands**
- Mitigated Wetland
  - Wetland Preservation

- Slopes**
- <15°
  - >15°

\*Lot setbacks are established in the Grand Marais Zoning Code Ordinance 152.13  
 \*\*Watercourse data derived from LiDAR by the MNDNR is not government regulated. Streamline setbacks are also not regulated, but avoidance is recommended to aid in stormwater management.



February 28, 2022

Dear Board Members ,

February news:

Billing: 5.25 hours in Covid activity working with six clients in 9 sessions  
56.25 hours in business activity working with 32 clients in 74 sessions.

New Business starts and loan applications are on the rise! I also recorded \$1,625,000 in revenue attributed to my help in clients purchasing property here.

With CCHE I am offering two classes in March: Side Hustle or Business Opportunity 3/9 and Starting a Business 3/23.

I also urge you all to attend the Community Town Hall on March 14 at 6:30 PM to discuss and find solutions to our current childcare crisis.

Please let me know if you have any questions.

Pat  
pcampanaro@gmail.com  
651-336-2964

