



COOK COUNTY/GRAND MARAIS JOINT  
ECONOMIC DEVELOPMENT AUTHORITY

MEETING AGENDA

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April 12, 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. SUPERIOR NATIONAL AT LUTSEN PUBLIC GOLF COURSE
  - a. 2022 Budget
6. NEW BUSINESS
  - 5.1 Accept Resignation of Commissioner Carol Mork
  - 5.2 Business & Housing Funding Applications
7. FINANCIALS
  - 6.1 Golf Course Financials (forward to audit)
  - 6.2 EDA Financials (forward to audit)
  - 6.3 EDA Payments (motion to approve)
    - 6.3.1 Regular Bills
    - 6.3.2 First Half of 2022 Property Taxes
8. UNFINISHED AND ONGOING BUSINESS
  - 7.1 Update Bylaws, Policy and Procedures
    - 7.1.1 Consider Bylaws Amendment

7.1.2 Policies and Procedures Update 2022

7.2 Assisted Living

7.3 Child Care Update-No Update

7.4 Cedar Grove Business Park

7.4.1 Approve Language to send to Planning Commission

7.4.2 Current Lots for Sale

9. HRA Update

10. REPORTS

8.1 SBDC Report

8.2 Director's Report

11. OTHER BUSINESS

Next meeting, Tuesday, May 10, 2022

Adjourn

Board of Commissioners

Howard Hedstrom, President

Anton Moody, Vice President

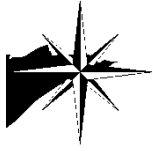
Scott Harrison, Treasurer

Ann Sullivan, Secretary

Bev Green, Commissioner

Open Seat, Commissioner (City of Grand Marais Appointment)

Open Seat, Commissioner (Cook County Appointment)



**COOK COUNTY/GRAND MARAIS JOINT  
ECONOMIC DEVELOPMENT AUTHORITY**

**BOARD OF COMMISSIONERS  
April 2022**

		<b><u>Term Expires December</u></b>
President	Howard Hedstrom	2025
Vice President	Anton Moody	2022 (Term runs concurrent with seat on <i>Grand Marais City Council.</i> )
Treasurer	Scott Harrison	2023
Secretary	Ann Sullivan	2024 (Term runs concurrent with seat on <i>Cook County Board of Commissioners.</i> )
Commissioner	Open Seat	2024
Commissioner	Bev Green	2024
Commissioner	Open Seat	2026

**Finance Committee (Prepares Annual EDA Budget)**

Howard Hedstrom

Scott Harrison

Ann Sullivan

**Personnel (Hiring and Performance Review)**

Howard Hedstrom

**Funding Request Review (Reviews Business and Housing Development Fund Requests)**

Howard Hedstrom

Ann Sullivan

**Design Review (Reviews New Storm Water Managemnt Plans at CGBP)**

Howard Hedstrom

Anton Moody

**Cook County-Grand Marais Economic Development Authority**  
**March 15, 2022 - 4:00 p.m.**  
**Cook County Courthouse, Commissioners' Room**

**Present:** Board Members Howard Hedstrom, Bev Green, Scott Harrison, and Ann Sullivan

**Absent:** Board Members Carol Mork and Anton Moody

**Others present:** Executive Director Beth Drost, Small Business Development Center Consultant Pat Campanaro, County Administrator James Joerke, Anna Hamilton, and Rhonda Silence, note-taker.

Meeting called to order by President Howard Hedstrom at 4:00 p.m.

**EDA PUBLIC COMMENT**

No public comment.

**AGENDA AND MINUTES**

Agenda reviewed. Minutes of the February 8, 2022 meeting were reviewed. *Motion to approve the February 8 minutes by Bev Green, second by Scott Harrison. Motion carried, all ayes.*

**NEW BUSINESS**

**Update bylaws, adopt policy & procedures**

Director Beth Drost presented a draft copy of bylaw amendments and went through the seven proposed amendments.

Some of the proposed changes are housekeeping matters, such as changing the address of the EDA office and explaining who needs to sign checks. A change detailing when special meetings can be called needs to be done to align with state statutes.

She pointed out that in particular, the board members need to decide how long they want EDA terms to be. It was noted that the current term limits of six years may deter people from serving on the EDA. A term of three years may make a citizen more inclined to serve. Drost said the board also needs to decide if it wants to have term limits. The bylaws currently do not state term limits or lack thereof.

Another possible change is to new language that would allow meeting to be held by telephone or interactive technology. Drost said the State currently does not allow remote participation in meetings, but suggested making this addition to the bylaws for if/when this becomes an option.

Finally, Drost said the board needs to consider updating the section on compensation and reimbursement for board members. The bylaws state that board members will receive \$25 for attending a regular authority meeting. Board Member Bev Green said the board currently receives \$30 per meeting. Drost said by statute, EDA board members must be reimbursed. She proposed that the reimbursement be \$50 for a regular or special meeting.

Drost asked the board members to review the changes for possible adoption and/or to submit suggestions at the next meeting

Drost said she put the policies for purchasing and procurement and credit cards on the agenda for review. However, she said she found an EDA member handbook which covers these matters so that does not need to be discussed.

### **Agreement for a comprehensive housing study**

Drost shared a proposed agreement with LOCi Consulting to conduct a comprehensive market analysis of housing in Cook County for a cost of up to \$15,000. In the proposed agreement, the EDA asks the firm for existing conditions and potential demand for single-family housing units, market-rate rental units, affordable rental units, and senior housing units, both market-rate and affordable. She said the last study was done in 2015 and it was not this comprehensive. LOCi Consultant said the report should be available in about 45 days.

Treasurer Scott Harrison asked if the newly-formed Housing and Redevelopment Authority (HRA) could help cover the cost of the study. County Administrator James Joerke, in attendance at the meeting, said when the county developed its budget for the HRA, it did not include any funds for such a study. Drost said this is something the EDA can do to help the HRA as it gets underway. She said the data collected can be used by other community organizations as well.

*Motion by Ann Sullivan, second by Scott Harrison to adopt Cook County/Grand Marais Economic Development Authority Resolution No. 2022-02 to engage LOCi Consulting, LLC to perform a comprehensive housing study in Cook County. Motion carried, all ayes.*

### **Business and Housing Funding Applications**

Anna Hamilton of Hamilton Habitat, Inc. was at the EDA meeting to answer questions about her application for a Business and Housing Subsidy for \$50,000. She explained that the funds would be used for the next Hamilton Habitat project, a 533-square foot home at 845 North Broadway. Hamilton said the house, like others her organization has constructed or renovated, will be owner-occupied and under deed restrictions, must be homesteaded. She said the intent is to create housing for Cook County's workforce. Hamilton told the EDA that this is one of three houses that Hamilton Habitat is working on for 2022. She said the project that would be funded is called "Little Cedar." The total estimated cost of the project is \$132,768. Hamilton said it will be completed by July 1, 2022, with or without the EDA's financial support. However, she said if the EDA grants the funding, there will be more funding available for the other projects.

Drost told the board that there are funds available in the EDA's housing budget because another housing project has been put on hold. The EDA approved a \$50,000 grant for the development of employee housing at Hedstrom Lumber earlier this year. However, Drost said Tina Hegg-Raway of Hedstrom Lumber contacted the EDA that due to rising construction costs, the company decided to postpone the project.

The EDA board asked questions about construction, deed restrictions and other funding sources. *Motion by Ann Sullivan, second by Bev Green to approve the application for \$50,000 to Hamilton Habitat, Inc. for its housing project. Motion carried, all ayes.*

The board also considered a request for business development fund from the North Shore Laundry in the Cedar Grove Business Park. Treasurer Harrison said the EDA had previously committed \$16,000 to the business. Harrison said he had visited with the laundry owners and said due to higher than anticipated land clearing and site prep costs, increased cost of materials and other

factors, the business had a start-up budget overage of \$65,000. Harrison said he felt the North Shore Laundry request was reasonable.

Small Business Development Center Representative Pat Campanaro said the business community is very excited about the launch of this new local business. She said they have hired three people.

*Motion by Howard Hedstrom, second by Scott Harrison to grant \$25,000 to North Shore Laundry from the Cook County/Grand Marais Economic Development Authority business development fund.*

*Motion carried, all ayes.*

## **FINANCIALS**

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

EDA Treasurer Scott Harrison shared the Superior National at Lutsen financial reports for January-February 2022. He said he is still working with the EDA's new bookkeeper on the format of financial forms. The financial information will be filed for the EDA audit.

Harrison said he has been meeting with golf course staff on the golf course budget. He said now that all of the construction is complete the golf course is very optimistic for the coming year. He said the budget will include an estimated 13,000 rounds. He said the golf course liquidity as it prepares for the season is very good.

### **EDA financials**

The board also reviewed a balance sheet and profit and loss sheet for the EDA as of February 28, 2022. The information will be filed for the EDA audit.

### **EDA payments**

The board reviewed the list of bills to be paid for February. It was noted that the payment to Minutes & More for minute taking was not included in the monthly bills. That was added. *Motion by Bev Green, second by Ann Sullivan to pay the bills as presented and updated. Motion carried, all ayes.*

## **UNFINISHED AND ONGOING BUSINESS**

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

Officer elections were discussed and it was decided to continue with the same slate of officers as last year.

*Motion by Bev Green, second by Scott Harrison, to approve the board of commissioner officers as follows:*

*Howard Hedstrom, president*

*Anton Moody, vice president*

*Scott Harrison, treasurer*

*Ann Sullivan, secretary*

*Carol Mork, commissioner*

*Bev Green, commissioner*

*Commissioner – open seat*

### **Assisted Living**

Drost said conversations are just starting on this. Small Business Development Center Consultant Pat Campanaro is working with Drost on this and said there are thoughts of combining with other types of housing. She said the housing study the EDA approved may provide information that will be helpful.

### **Child Care Update**

Drost and Small Business Development Consultant Pat Campanaro continue to be involved with the Cook County Early Childhood Coalition. They both took part in the online child care solutions town hall meeting that was held on March 14. Drost said the organizers were very pleased with attendance. There were nearly 60 participants who listened to a presentation by First Children's Finance and then took part in breakout sessions for brainstorming. Drost and Campanaro each led one of the breakout sessions.

Drost said there were some great ideas brought forward and lots of energy. First Children's Finance will compile the feedback and return to the child care coalition with a report and suggestions for the next steps.

Drost thanked the board for supporting her work with the Cook County Child Care Coalition, which she said, is a mix of EDA and personal time. The board agreed that child care is an important factor in Cook County's economy.

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

Drost shared a map of the business park lots available. She marked the lots that have sales pending if the city approves the ordinance change to allow residential use

Hedstrom asked if there had been any progress toward getting the city of Grand Marais to amend its zoning ordinance. Drost said she has done a lot of research and has met with City Administrator Mike Roth and he suggests bringing the matter back to the city council. Drost said it first has to go to the Grand Marais Planning Commission, which previously approved the zoning change. It will likely be May before this is heard by the city council again.

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

Ann Sullivan said the HRA has finished the interviews and will finalize its decision tomorrow. She said the county is fortunate to have two very qualified candidates.

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

Small Business Development Center Consultant Pat Campanaro shared a written report on her February activities. Of special note are two classes 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*. Campanaro said new business starts and loan applications are on the rise.

### **Other business**

#### **Letter of support for Great Expectations School**

Howard Hedstrom asked the EDA board to consider a letter of support to the Minnesota legislature for funding for the Great Expectations Foundation for a proposed expansion of Great Expectations School.

*Motion by Bev Green, second by Ann Sullivan, directing Director Drost to send a letter of support for the Great Expectations Foundation. Motion carried, all ayes.*

### **Board vacancy and outreach**

Drost said the city has received no applicants for the vacant seat on the EDA. The board talked about ways to get the word out to the public about applying for the job, noting that newspaper ads and appeals on WTIP radio do not seem to gain much response. Pat Campanaro said what seems to work best is word-of-mouth. Board members were encouraged to talk to community members who would be willing to serve on the EDA board.

Scott Harrison said the EDA should also consider how to get the word out about all the resources that available through the EDA and SBDC. Drost said she can spread the word on the EDA's website ([www.prosperitynorth.com](http://www.prosperitynorth.com)) and Facebook page (look for Cook County/Grand Marais Economic Development Authority). She has been working to keep the pages updated and encouraged the board to share the links with their community network.

The next EDA meeting is Tuesday, April 12 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.*

Respectfully submitted by  
*Rhonda Silence – Minutes & More*



**From:** [Carol Mork](#)  
**To:** [Beth Drost](#)  
**Subject:** Resignation letter  
**Date:** Monday, March 28, 2022 4:31:48 PM

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Dear Beth,

Thank you for the phone conversation this afternoon. Given the inability of the EDA Board to meet via Zoom, please accept my resignation from the Grand Marais Cook County Economic Development Board. I am not able to attend the April meeting, missed the March meeting, and cannot guarantee attendance at future meetings.

Thank you for this opportunity to be a part of the work of the EDA, addressing the important needs of housing and business development in Cook County. With the HRA now up and running, new and exciting work remains to be done.

I wish you all the very best.

Carol Mork

