



COOK COUNTY/GRAND MARAIS JOINT ECONOMIC DEVELOPMENT AUTHORITY

MEETING AGENDA

Date: August 9, 2022, 4:00 PM

Location: Grand Marais City Council Chambers*
15 N Broadway Ave, Grand Marais, Minnesota

* Please note, location change applies to August 9 meeting only.

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. PUBLIC COMMENT
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. NEW BUSINESS
 - 5.1 Resolution 22-04: Submit Proposal to And Accept Project Funds from DEED
Child Care Economic Development Grant Program for \$300,000
 - 5.2 Strategic Planning
 - 5.3 Consider New Logo and Domain Name *
 - 5.4 Website
 - 5.4.1 **COOK COUNTY IS A GREAT PLACE TO DO BUSINESS** (Business Start-up and Development, Small Business, Job Creation and Retention)
 - 5.4.2 **COOK COUNTY IS A GREAT PLACE TO LIVE** (Quality of Life and Community Economic Development)
 - 5.4.3 **COOK COUNTY IS A GREAT PLACE TO WORK** (Workforce Development)
 - 5.4.4 *Cook County is a Great Place to Play! (Visit Cook County)*
 - 5.5 Commissioner Orientation Plan
 - 5.6 New Business Funding Applications *

5.7 Consider Updates to Business Funding Program *

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 HRA Update-Jason Hale

7.2 2023 Budget

7.3 Assisted Living

7.4 Cedar Grove Business Park

7.4.1 Zoning Ordinance Amendment Update

7.4.2 Pending Lots

7.4.3 Consider Two Offer on Lots

7.5 SBDC Report

7.6 Personnel Committee Report

7.7 Director's Report

8. OTHER BUSINESS

Next meeting, Tuesday, September 13, 2022

Adjourn

*Action Item

EDA Board of Commissioners

Howard Hedstrom, President

Anton Moody, Vice President

Scott Harrison, Treasurer

Ann Sullivan, Secretary

Myron Bursheim, Commissioner

Mark Shackleton, Commissioner

Stephen Surbaugh, Commissioner

Cook County-Grand Marais Economic Development Authority
July 12, 2022 - 4:00 p.m.
Cook County Courthouse, Commissioners' Room

Present: Board Members Myron Bursheim, Scott Harrison (Treasurer), Howard Hedstrom (President), Anton Moody (Vice President), Mark Shackleton, Ann Sullivan (Secretary), and Steve Surbaugh

Absent: None

Others present: Pat Campanaro (SBDC), Executive Director Beth Drost, and Kalli Hawkins (WTIP)

Ann agreed to take minutes, since Rhonda Silence (our note-taker) was unable to attend again. Our President, Howard Hedstrom, called the meeting to order promptly at 4:00 p.m.

Public Comment

There was no public comment.

Approval of the Agenda and Minutes

There were no additions to the agenda. Minutes were reviewed. *There was a motion by Steve Surbaugh to approve the minutes and the agenda. Anton Moody seconded that motion.*

All ayes. Ann said she'd remove the watermark "not approved" on the minutes, since she took minutes last month, and forward them to the Director.

NEW BUSINESS

Resignation of Bev Green

Anton Moody moved to accept the resignation of Bev Green; Steve Surbaugh gave a second to that motion. All ayes. Bev represented the city of Grand Marais, so the city has recently appointed a new commissioner to serve in that capacity.

Welcome new commissioner, Myron Bursheim

Myron provided some background information about his pertinent experience in education and public service as a county commissioner. Back when Myron was a commissioner, he served as an alternate on the EDA, so he has some knowledge of our organization. Although he has 29 years at his cabin on McFarland Lake, he has been a resident of the city of Grand Marais for 16 years. Thus, he is serving as one of the city's representatives on the EDA. Myron agreed to serve on the Personnel and Design Review committees, so the CC/GM EDA Committee update is as follows:

Finance: Scott Harrison, Howard Hedstrom, Steve Surbaugh

Personnel: Myron Bursehim, Howard Hedstrom, Ann Sullivan

Business Development: Howard Hedstrom, Mark Shackleton, Ann Sullivan

Design Review: Myron Bursheim, Howard Hedstrom, Anton Moody, Mark Shackleton

(one more GM resident is still needed)

New Business and Housing Fund Applications

Pat Campanaro introduced the **new in-home daycare grant application** submitted by Grand Marais resident Hunter MacLaurin, as she had worked with Hunter on the development of her new business. Ann Sullivan shared the discussion the Business Development Committee had regarding the business. *Anton Moody moved to approve the \$5,000 grant contingent upon receiving licensure. Mark Shackleton seconded that motion. All ayes.*

Pat Campanaro also shared the next application submitted by Emily Gihlar for **redevelopment funds for replacement of the front windows of Great Gifts**, as she had visited with the applicant about the fact that AEOA's Business Energy Retrofit Program for 2022 is no longer available. Since AEOA no longer had funds for this calendar year, the EDA was approached. Emily Gihlar has secured a contractor who can install the windows this fall. Scott Harrison suggested we consider approval contingent upon funding being provided by the Revolving Loan Fund, which meets tomorrow morning and will have immediate access to financials. *Steve Surbaugh made a motion to approve this grant contingent upon funding by the Revolving Loan Fund. Anton Moody seconded that motion. All ayes; the motion carried.*

FINANCIALS

Financials were not available at the time the board packet became available electronically, so Beth Drost had paper copies of both Golf Course and EDA financials for everyone.

Scott Harrison reviewed them thoroughly and suggested pursuit of someone in the West End to do the Superior National financials and another individual in Grand Marais to do the EDA work. He pointed out areas in this month's paperwork where there were errors. There was no check detail available through our accountant, so the Director reviewed checks orally with us. The checks were as follows:

\$100.00	USPS	P.O. Box
\$131.00	Kay Spielman	Accounting
\$473.05	Beth Drost	Reimbursement (receipts attached)
\$1,071.84	Jeremy Ridlbauer	Rent
330.00	Pat Campanaro	Professional Business Consulting

Beth Drost also indicated that she would provide a full report on TABR loans at our next meeting which is on August 9.

Scott Harrison will work to get errors corrected. It was suggested that we consider moving our monthly meetings to a date one week later to allow time for the financials to be prepared; this will be discussed next month. *Scott Harrison moved to forward these to audit once he's met with our accountant to make corrections and has a list of check details; Mark Shackleton gave a second that motion. All ayes.*

UNFINISHED AND ONGOING BUSINESS

Budget Discussion

Since the budget discussion will involve confidential personnel information, the group went into closed session to finalize the budget. *Howard moved to go into closed session; Ann seconded the motion. All ayes.*

The budget was finalized based on recommendations by the Finance and Personnel Committees, as well as consideration of potential Childcare Provider Incentives. There was quite a lengthy discussion; Steve Surbaugh did the calculations. *Steve Surbaugh made a motion to approve the agreed upon budget recommendations for the 2023 budget (see attached). Scott Harrison gave a second to his motion. All ayes.* Scott Harrison (Treasurer) and Steve Surbaugh will print up the final 2023 Budget and Context and forward it to Ann Sullivan to be included with the minutes. It will also be sent to Beth Drost, our Director, who will forward needed information to the County for its preliminary budget discussions later in July.

Pat Campanaro, Beth Drost, and Kalli Hawkins were asked to rejoin the group, as the EDA returned to open session. It was enthusiastically shared that the new budget included an additional line item for \$20,000 to be included specifically for Childcare Provider Incentives; the director will submit the 2023 budget to the county. Howard Hedstrom felt the move strongly supported business development, and Ann Sullivan thought it would potentially allow some individuals to return to full-time work, as some people are job-sharing due to lack of childcare. Myron Bursheim indicated there would appear to be broad community support for this, given discussion throughout the community.

CEDAR GROVE BUSINESS PARK

Howard Hedstrom and Beth Drost led a discussion regarding the recent Grand Marais Planning Commission and City Council meetings. Beth read **language recommendations (for zoning)** to make all lots open to being owner occupied or for long-term rental workforce housing units for employees. Tomorrow evening they will go to the City again, and it is hoped some members of the EDA will attend and support the recommendations, even though we know there are some other meetings which conflict with this.

Once the language is approved, pending lots in the Cedar Grove Business Park will close quickly. There are a couple of lots we need to get a down payment on soon, otherwise they will go back on the market.

Vesta Unchained Stormwater Plan

The stormwater plan for the Skildum Fitness Studio (Vesta Chained), completed by Beaver River Consulting, was received and accepted.

Assisted Living Update (none)

Cook County Real Estate Fund Update

The Heights Project, west of town, is being cleaned up. This will be mixed use (commercial with housing) and construction should begin next building season. Birchbark is pending and should close soon. North 61 is currently utilizing the front half of that building. Interior work will be done this winter, so the building is ready to be opened next spring for businesses and office space.

REPORTS

SBDC Report

Pat Campanaro's report was not in the packet, due to late receipt, but Beth Drost will forward that report to board members tomorrow.

Director's Report

There was no written report attached to the packet. Beth Drost said the Board Packet summarized her work for the month.

OTHER BUSINESS

There were photos taken of the Board for the new website. We are so pleased to have a full board!

Our next EDA meeting is Tuesday, August 9, at 4:00 p.m.

Respectfully submitted,
Ann Sullivan
Secretary



RESOLUTION NO. 2022-05: RESOLUTION AUTHORIZING COOK COUNTY/GRAND MARAIS JOINT ECONOMIC DEVELOPMENT AUTHORITY TO APPLY FOR AND ACCEPT FUNDS FROM THE DEED CHILDCARE ECONOMIC DEVELOPMENT GRANT

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 authorize support for non-profit businesses; and

WHEREAS, the authorizing authority approves submission of an application to DEED Child Care Economic Development grant program for the maximum amount of \$300,000.

WHEREAS, the authorizing authority agrees to accept funding for the Grant if the application is chosen; and

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

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. 2022-05 was declared duly passed and adopted this 12th day of August of the year 2022.

Howard Hedstrom, President

Beth Drost, Executive Director



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August 1, 2022

Hello Board Members,

Today I am working as head election judge in the Community Center preventing me from attend our monthly meeting.

July hours totaled 66.75

Counseling	56.75 hours	72 Meetings / 40 clients
Counseling Covid	7.5 hours	14 meetings/ 10 clients
Professional Development	2.5 hours	

There is still a lot of a activity in Cook County with start-up, buys and sells.

I worked with Beth and Michael Colclough on the August 8 community listening session sponsored by Northspan and The Northland Foundation to determine priorities unique to Cook County for funding consideration under the Main Street revitalization projects. I also attended the listening session held in Grand Portage that afternoon.

I am also working as part of the team heling to increase child care slots and will be urging the county to develop a support system for childcare providers to insure availability and allow parents to work.

I will be on holiday August 11- 19 and out of county September 6 – 10 attending the 43rd Annual; ASBDC Conference in San Diego. Northland is funding registration, airfare and hotel. I would appreciate the EDA funding my transportation to and from the event and the hotel in Duluth the night before the flight.

Please let me know if you have questions.

Pat

Pcampanaro@gmail.com

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