



# MINUTES

**Tuesday, March 18, 2025 – 4:00pm**

Cook County Courthouse

411 West 2<sup>nd</sup> Street, Grand Marais, MN 55604

**Present:** Peter Clissold, Mark Shackleton, Howard Hedstrom, Alex Beebe-Guidice, Tracy Benson, Dave Mills

**Absent:** Siri Anderson

**Others Present:** Heidi Krampitz, Peter Mott, Bruce Martinson, minute-taker Maggie Barnard

The regular meeting of the EDA on March 18, 2025 was called to order by President Clissold at 4:00 pm

1. Approval of Agenda

Request for any additions to the agenda as presented. One revision to Agenda Item 5.e. requested: add North Shore Federal Credit Union to the Resolution. **Motion to approve agenda with revision.** (Hedstrom/Benson)

Vote: Passed (6-0)

2. Approval of Meeting Minutes – February 18, 2025

**Motion to approve February 18, 2025 meeting minutes.** (Mills/Hedstrom) Vote: Passed (6-0)

3. Review of EDA Financials

a. Balance Sheet as of February 28, 2025

Shackleton said it is comparable to a year ago and cash positions are healthy and in line.

**President and members accept & forward to audit.**

b. Bill Approval Status, March 2025

**Motion to approve February 2025 payments.** (Mills/Hedstrom) Vote: Passed (6-0)

c. Balance Sheet as of February 28, 2025 (*Superior National Golf Course*)

Shackleton said the cash position is healthy, noting an increase in Pro Shop and Food & Beverage income. **President and members accept & forward to audit.**

4. Public Comments

Request for any public members who wish to address the commissioners to come forward. Bruce Martinson, Schroeder Township Board Supervisor. Martinson was asked by his board to bring to the EDA a request regarding the Tac Harbor RFP process. The request is that a representative from MN Power and the Schroeder Township Board be invited to join the RFP committee. No other comment, comment period closed.

5. Resolutions for Approval

a. **RESOLUTION 2025-8 Approving Revised Employment Agreement for Garrett Eckmann for Services at Superior National Golf Course at Lutsen in 2025**

In February the board requested clarity regarding title and job duties and this has been submitted.

**Motion to approve Resolution 2025-8** (Hedstrom/Benson) Vote: Passed (6-0)

b. **RESOLUTION 2025-12 Approving Amendments to the Declaration of Covenants, Conditions and Restrictions and its First Amendment at Four Direction Dwellings, a 16-Unit Rental Property in Lutsen**

Item discussed in previous meeting. This has support from the HRA. Chad and Brook from One Roof are present to answer questions. There was a request for clarification regarding resort and individual lease holders. It was confirmed that there are resorts on the West End of the County that are lease holders for their employees.

**Motion to approve Resolution 2025-12** (Benson/Shackleton) Vote: Passed (6-0)

- c. **RESOLUTION 2025-13 Approving Taconite Harbor Strategic Plan Request for Proposal Document**  
 The subcommittee met March 6<sup>th</sup> and prepared documents in packet. Discussion of the timing of April 4<sup>th</sup>, date as a deadline. It was agreed the date can be adjusted based on when the RFP is ready to be sent out and posted with a 30 day deadline to receive proposals. Board agrees that a MN Power and a Schroeder Township representative should be at the table to review & evaluate the proposals and all agree that both entities will be invited to be on the stakeholder committee. An RFP recipient list is not currently prepared but Krampitz has been contacted by interested parties and she can post the RFP on the website. Discussion on timing of RFP applications, sub-committee review and interviews. Respondents should include a robust timeline in their proposal, this can be requested in the narrative section with the caveat that the timeline can be adjusted based on research and new discovery.  
**Motion to approve Resolution 2025-13 with revision of noted dates, addition of applicant request for timeline and add representation from MN Power and Schroeder Township** (Hedstrom/Mills)  
 Vote: Passed (6-0)
  - d. **RESOLUTION 2025-14 Approving Business Development Fund Grant Agreement with Britt Malec, LLC, for Total Amount Not to Exceed \$1,000**  
 Grant Review Committee had questions which Malec answered. Krampitz will work with the committee to finalize the grant agreement document.  
**Motion to approve Resoloution 2025-13** (Mills/Shackleton) Vote: Passed (6-0)
  - e. **RESOLUTION 2025-15 Approving the Removal of Steve Surbaugh and Theresa Bajda and the Addition of President Peter Clissold and Executive Director Heidi Krampitz as Financial Signatories on Cook County/Grand Marais EDA and Superior National Golf Course at Lutsen Accounts at Grand Marais State Bank and North Shore Federal Credit Union.**  
**Motion to approve Resolution 2025-14** (Hedstrom/Shackleton) Vote: Passed (6-0)
6. **SBDC Report**  
 Pete Mott reviewed February work of 33 clients meetings with him and Pat Campanaro. He noted that many were able to return with start-up plans. There are three phases of meetings: initial idea and start-up, business management requests such as QuickBook assistance or website updating and existing businesses pursuing expansion. Mott said Campanaro has been a terrific mentor. He said clients are found through referrals from past clients, the Chamber and community. Krampitz said she receives inquiries as well and the SBDC has a page on the EDA's website. Local financial institutions also refer their service.
  7. **Discussion Items**
    - a. **Conflict of Interest Policy & Disclosure Questionnaire**  
 Krampitz said this is an annual process that is subject to annual audit. The forms are included in the packet, all members need to sign and return the forms to Krampitz. She is willing to pick up from Commissioners as well. The policy and questionnaire forms require signatures. A suggestion was made to add an "Acknowledgment of Receipt of Confidential and Sensitive" documents from grant applicants that require commissioners to maintain the confidentiality and privacy of information . This can be added to the board member's binders. Krampitz agreed and will work on a separate document for a future meeting.
    - b. **WTIP North Shore Community Radio Annual Underwriting Contract**  
 The EDA decided in 2024 not to renew this contract and it is not included in the current budget. The cost is \$2,080 for a contract that includes two messages per week. In the past the message was stating the

mission of the EDA. WTIP will allow changes that can be made weekly. There are funds that can be transferred to cover the cost. WTIP will send a contract to be reviewed. The messages can be an effective communication for the community regarding grant availability. The applicants can be asked how they heard about it to measure effectiveness. All board members are in favor of moving this forward and they would like to see proposed scripts.

c. Possible Assisted Living Project

Hedstrom has wanted to develop this for quite some time and he gave background on past attempt in 2019. At that time, staffing and housing, as well as land acquisition, was a barrier to success. At that time there was not an HRA. He met with an industry contact this past month and he suggests an RFP be done again to revisit a project. The board agreed that the HRA should be an active if not lead partner but recognizes that the EDA has the financial resources for these projects.

8. Committee/Commissioner Reports

The Grant Committee met and is working on updating the program guidelines to have consistency in grant agreements. They should have work to review in a few weeks. Discussion on creating a committee chair/lead and the role of the Executive Director. It can be onerous organizing receipt of applications and responding to the applicants and committee members. Suggestion to set due dates for applications so they are not randomly received. Conversation will continue in committee and then with Krampitz. This committee also wants to establish a simple scoring criteria to remove any bias.

Golf Committee: They are working with SVN Northco on finalizing the offer memorandum.

9. Director Reports

Krampitz gave a quick overview of open meeting laws regarding emails: when responding to an email, DO NOT REPLY ALL, reply to the sender. Four members meeting together will trigger a quorum. Cedar Grove Business Park: Krampitz received input from property owners about creating a new permanent entrance sign with business nameplates. Fourteen owners have given their input. So far seven want a nameplate. Sign expense is not a line item in the current budget. Does the board want this completed this year? It was pointed out that once all the lots are sold the EDA is no longer involved or responsible. A new sign expense should be the lot owner's expense. Request for the Design Review Committee to research if there was ever a commitment to signage for property purchasers. The current sign showing lots available is very outdated and needs to be removed. All agreed if Chris Skildum wants to do this, he has their approval. Tac Harbor, MN Power has a new representative in the project. It is suggested the EDA host a meet and greet to introduce Siri Anderson to Schroeder Township and MN Power representatives. Grand Portage should be invited to the table as well.

10. Adjourn

Motion to adjourn meeting at 5:18 p.m. (Schackleton)

Next Meeting: **Tuesday, April 15, 2025**

Respectfully submitted by minute taker Maggie Barnard.