

**City of Battle Lake
Economic Development Authority
Tuesday, January 3, 2019**

The Battle Lake Economic Development Authority met in regular session on Thursday, January 3, 2019. Jeff Drake called the meeting to order at 7:00 a.m. with Commissioners Gene Kelm, Don Maslow and Steve Young present. Absent were Sara Boyum, Randy Dorn and Leigh Shebeck. Also present was Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer and Rick Schara from Live Wide Open/West Central Initiative.

Young made a motion to approve the agenda. Kelm seconded. MCU

Maslow made a motion to keep the same slate of officers for 2019: Randy Dorn, President; Leigh Shebeck, Vice-President and Val Martin, Secretary, Treasurer. Young seconded. MCU

Shebeck joined the meeting.

Rick Schara was in attendance to discuss options for the EDA's Annual Meeting on February 7th. WCI will be the program for the event. After discussion, the Commissioners agreed that WCI staff should provide the following information at the meeting:

1. Overview of the Live Wide Open Campaign
2. After Hours Retail program
3. A synopsis of The Future of Retail program
4. Overview of West Central Initiative programs
5. Traveling artist program

Rick also thanked the EDA for participation in the Welcome Home event at the childcare center on December 22nd. He stated statistics show that 36% of newcomers have lived in the community before so targeting your alumni for marketing and events can be very beneficial.

Rick also explained the Changemaker Grant available through West Central Initiative.

Drake moved to approve the minutes from the last meeting. Kelm seconded. MCU Kelm made a motion to approve the financials as amended. Shebeck seconded. MCU

Meeting dates and times will remain the same – the first Tuesday of the month at 7:00 a.m.

The commissioners agreed that it would be beneficial to meet with the council for strategic planning on January 22nd at 5:30 p.m. rather than the normal quarterly meeting on January 8th.

Updates:

- **Hatchery Row:**
 - Cranston property – Dorn has come to a tentative agreement Cranston and this plan will move to council.
 - Cline/Jensen Law office is still working on an agreement with the developers. A draft should be complete by Friday and might go to council next Tuesday.
- **Annual Meeting:**
 - Agenda will be:
 - Welcome by Randy Dorn
 - West Central Initiative
 - Overview of the Live Wide Open Campaign
 - After Hours Retail Program
 - A synopsis of The Future of Retail Program
 - Overview of West Central Initiative Programs
 - Traveling Artist Program

- Year in Review
 - Hatchery Row – Randy
 - Business Retention and Expansion – Leigh
 - Job Fair at school & use of parking lot at school – Jeff
 - Balance of Year in Review- Randy
 - Commissioners will be able to add their comments as needed. We'll save time for questions at the end.
- Breakfast will be pastries, fruit, coffee and juice
- Martin will write a press release and send out to the area
- Martin/Kelm will invite the Tri-City Living Partners
- **Commissioners discussed parking lot signage.** It may be helpful to have a sign in the school parking lot that says "Trailhead Parking." They also discussed adding signs such as the one in the parking lot south of LACC and having the parking map printed along with the Glendalough Trail map. Martin will get some costs.
- **Tax Forfeiture Property:** Martin reported that John Everts is not interested in swapping property for the piece of property they own south of Hatchery Row. He may have interest in the tax forfeiture property but is only willing to pay what the City has invested in it. Commissioners tabled listing the property to sell for a couple of months just in case there is a need for Hatchery Row.
- **Customer Service Training:** Shebeck reported on the training that has occurred and those that are being scheduled. He also wanted the commissioners to be aware that he mentions the idea of this training came out of the Battle Lake Business Retention and Expansion program when he is conducting the training.
- **Other Updates:** The sale of Stella's is pending, Lakeside Market was sold to Shawn Frank and he will be moving his State Farm office to that location, Paulson's will be adding onto their office building on Lake Avenue contingent on a variance approval.

The goals were discussed and the Commissioners were in agreement that they looked fine. They will be formally approved after the City council reviews them during the strategic planning session on January 22nd.

Adjourn 8:10 a.m.

Valerie J. Martin, Clerk/Treasurer/EDA Director/Zoning Officer