

**City of Battle Lake  
Economic Development Authority  
Thursday, June 3, 2021**

The Battle Lake Economic Development Authority met in regular session on Thursday June 3, 2021. Randy Dorn called the meeting to order at 7:00 a.m. with Commissioners Leigh Shebeck, Richard Bullard, Darren Kern, Steve Young and Josie Schmidt present. Absent was Don Maslow Also present was Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer.

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

Shebeck made a motion to approve the minutes with amendment. Dorn seconded. MCU

Bullard made a motion to approve the financials. Kern seconded. MCU

**Hatchery Row:**

- Demolition is complete – waiting on all the soil testing results.
- Preliminary designs were reviewed – exciting to see the progress.
- A checklist was distributed that outlines the next steps prior to transfer ownership:
  - City's responsibility:
    1. The MPCA tank removal verification letter
    2. Execution of the TIF Agreement
    3. Executed Financing Commitment and Conditions Waiver Letter
    4. Executed Memorandum of Master Development Agreement
    5. Executed Grant of Lien & Security Agreement
    6. Executed Intercreditor Agreement
    7. Final Building Plans and approval of them
  - Goodneighbor Properties should be getting us the following:
    1. Final Building Plans
    2. Resolution of Managers for:
      - a. Authorizing & approving the purchase of the property
      - b. Authorizing the lien and security agreement

**Goals and Priorities for 2021** – Reviewed and discussed at length with Shebeck making a motion to approve them. Bullard seconded. MCU

The commissioners discussed the establishment of two different groups – an events committee and a business collaboration group. The intent of the events committee is to oversee the events and collaborate, promote, and share information. A seven-member committee with each member having a 2-year term. Ideally someone from each of the following entities would be a member: Art of the Lakes, Lakes Area Community Center, at least one businessperson, etc. Dorn will work on getting two bank employees to be on the committee. Martin will write a press release and send out for recruitment.

The intent of the business collaboration committee was to have monthly business meetings and collaborate, share information, promotion, etc. Shebeck will spearhead this group and will develop a letter that Martin will send out.

### **2021 COVID-19 Priorities:**

1. EDA Director will keep in communication with businesses and assist as needed or direct to other resources.
2. Continue to promote Battle Lake and the businesses through the pandemic.
3. Develop a business survey later in the year.
4. Create an events committee for future Battle Lake events.

### **2021 Goals**

1. Complete Hatchery Row Redevelopment.
2. Foster the relationship with area townships for economic development growth – invite members of Everts and Clitherall Townships to participate in EDA meetings by sending email packets and inviting them to attend meetings.
3. Continue Business, Retention and Expansion Process
  - Continued communication with Network Battle Lake – work with them on projects as needed.
  - Business communication – hold an annual breakfast & business appreciation meeting in February 2022 and follow -up with a newspaper article detailing the work of the EDA.
  - On-going BR&E Site visits will be done in the fall.
4. Continue work on a group advertising & marketing campaign.
5. Update the EDA brochure with information on the EDA and what can be offered to assist businesses.
6. Assist businesses with staffing needs by working with Otter Tail County's job opening portal.

### **Ongoing Priorities**

1. Keep an inventory of available commercial property on City's website by including a link to area realtors.
2. Reach out to prospective business when members have heard of possible interest out in the community.
3. Identify business gaps in the community and seek prospective business owners.
4. Broadband – continue to work with the County on options and reach out to internet suppliers to hear about future projects and priorities.
5. Housing – work on both single family and multifamily options including new locations to expand housing. Look at public/private partnerships for development.
6. Support the school.
7. Parking – educating the businesses and public on availability – keep a map in the Battle Lake brochure.
8. On-going training for businesses owners.
9. Continue the working relationship with surrounding communities, employers, and partners - i.e., Tri-City Living, Otter Tail Tourism, Otter Tail County Community Development Agency and Live Wide Open.
10. Create a business collaboration group to meet monthly.

**Career Page –** County page is up and running. Martin will put a link on the City's page.

CDA minutes were distributed and reviewed.

Kern stated that the school will be doing a family/community fun night the week prior to school starting. There will be kids' activities, a taste of Battle Lake – restaurants will be invited to share their favorite foods and several other activities. EDA will support and help promote the event.

Dorn stated that the parking area next to the insurance agency will be ready for use by late summer with approximately five public parking spots.

Tri-City Living was discussed. Martin and Bullard may work on getting the Blandin Alumni together to get ideas on revamping this organization.

There is still a need for a chair for the parade for Wenonga Days. The City has agreed to contribute \$1500 to fireworks with Martin working on additional donations.

Next meeting is Thursday, July 1, 2021.

Adjourn at 8:12 a.m.

---

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