

**City of Battle Lake
Economic Development Authority
Thursday, September 2, 2021**

The Battle Lake Economic Development Authority met in regular session on Thursday September 2, 2021 at Battle Lake City Hall. Randy Dorn called the meeting to order at 7:00 a.m. with Commissioners Leigh Shebeck, Richard Bullard, Darren Kern, Steve Young, Josie Schmidt, and Don Maslow present. Also, present was Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer and Katrina Ball, representing the Lakes Area Community Center.

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

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

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

Hatchery Row:

- Community space – Martin reported that the City Council approved the \$10,000 agreement with LACC for 2022. They plan to utilize the budgeted funds from 2021 for \$5,000 and \$5,000 from 2022 budget. Council was very clear that the LACC Board will have to make great strides in their project in the next several months and will need to report monthly to the City council in order for the council to either continue to fund the agreement at their current or increased financial levels.
- The LACC will have a representative join the EDA meetings each month. Katrina Ball was present to give a report on their progress.
 - Leigh Shebeck is helping with by-laws and job description for the director.
 - They are working on a community survey to help gauge the interest and future use.
 - They have scheduled a meeting on October 5th at 6:00 p.m. with community partners at LACC to discuss interest in future use.
 - They are continuing to meet quite regularly to make decisions and get things rolling. The EDA members suggested they continue to work with Dan Malmstrom on the next steps if he is willing and available to help.

2021 Goals and Priorities were reviewed– Additions in Red – Action Plan in Blue

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. **Martin will start working on a survey to be reviewed at the next EDA Meeting.**
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. **Martin will contact Clitherall Township and Dorn will contact Everts Township.**
3. Continue Business, Retention and Expansion Process
 - Continued communication with Network Battle Lake – work with them on projects as needed.
 - **Continued communication with Lakes Area Community Center Board.**

- 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. [Consider working with students at the school to do some of this and include the LACC. Consider setting up a meeting this fall.](#)
 5. Update the EDA brochure with information on the EDA and what can be offered to assist businesses. [Completed](#)
 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.
11. **Continue to assist the Lakes Area Community Center with their transition to Hatchery Row.**

There was discussion on adding a student to the EDA Board. No action taken.

School Community Fun Night – September 1st

Went well and they hope to expand for next year.

Housing Committee

- A meeting has been set up with a property owner for a possible residential development.

Other Updates

- The school is moving forward with the apprenticeship program.
- Good Sam expansion on townhomes is still under consideration. Casey Ward continues to work on this.

Next meeting is Tuesday, October 7th at 7:00 a.m.

Adjourn at 7:57 a.m.

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