



Battle Lake Economic Development Authority
Thursday, January 13, 2021 - 7:00 a.m.
Battle Lake City Hall

- Call to Order
- Approve Agenda
- Approve Minutes
- Approve Financials

- **Hatchery Row**
 - **Community Space/LACC**
 - **General Update**
 - **Closing Completed on December 22, 2021**
 - **Tentative Ground-breaking for February 3, 2022 at 2:30 p.m. after EDA Annual Meeting**

- **Housing**
 - **MN Housing Grant – Next Steps**
 - **Set Meeting with John Everts – February 1st or 2nd at 9:00 a.m.?**
 - **Working with School on Construction of one of the Houses – Not building one this year but interested in further discussion**

- **High School Student Representative**

- **Annual Meeting Details– February 3, 2022**
 - Who is going from EDA?
 - Val will create the Year in Review

- **Business Survey Results –**
 - **Action Items to Date**
 - Customer Service Training Set for February 23rd and 28th
 - Career Fair scheduled for April 26th at the School Media Center – 1:15-3:15
 - Communication – Sending out minutes and report to businesses (coming soon)
 - **Other Action Items Needed to Complete**
 - Creating a business organization – start working with LACC Director when possible
 - Sharing Business Incentives with Businesses
 - Creating a Facebook Page for the EDA
 - Working with LACC on additional events – especially in the off-season

- **Otter Tail County Community Development Authority (CDA)**

- **Other Updates?**

- **Upcoming Meeting:**
- **Next EDA Meeting – Annual Meeting of Feb. 3rd at Noon at Shoreline – Groundbreaking for Hatchery Row at 2:30**

“The mission of the Battle Lake Economic Development Authority is to promote diverse Economic Development and enhance quality of life through the retention and growth of business, industry & services in the Battle Lake area.”

**City of Battle Lake
Economic Development Authority
Thursday, December 9, 2021**

The Battle Lake Economic Development Authority met in regular session on Thursday, December 9, 2021 at 7:00 a.m. with Randy Dorn, Richard Bullard, Steve Young, Don Maslow, and Josie Schmidt in attendance. Absent was Leigh Shebeck. Also, present were Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer, Rob Nudell, and Sean Belmont, future EDA Commissioners along with Katrina Ball from Lakes Area Community Center.

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

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

Dorn made a motion to approve the financials. Bullard seconded. MCU An interfund loan from the General Fund to the EDA will take care of the additional needs of Hatchery Row. The pay-back to both EDA and the General Fund will be done when the increments start coming in.

Hatchery Row:

- LACC –Katrina Ball was in attendance to give an update:
 - LACC Board members met with some of the Network Battle Lake members last night. They had a positive conversation, and it was helpful to the board members.
 - They are working on a visioning for the LACC organization and space.
 - Katrina hopes to meet with an interior designer to get some ideas.
 - Val is going to connect them with someone from West Central Initiative to see what type of assistance they can provide.
 - Katrina is also continuing to work with Dan and Lisa Malmstrom.

Housing Committee

- HRA/MN Housing grant – has been funded! Val will bring back more information next month on marketing, etc. There was a discussion on possibly working with the school on one of the houses. Val will check with HRA on this.
- There was some discussion about property available for residential development. The housing committee will meet to discuss.

Student Ex-Officio Member of EDA

Madeline Burkett, along with advisor Janelle Kraemer, were in attendance. EDA members welcomed them and encouraged any input they may have. Madeline thought the meeting has been very interesting and did not know all the activity that has been going on.

Annual Meeting

- Scheduled for Thursday, February 3rd at noon – Shoreline Restaurant.
- Meal – Taco Bar
- Tentative speakers – Jordan Rasmussen (he has confirmed he will come if he is able) and new LACC Director.
- Give LACC some time to speak on a new membership program.
- Annual Update.
- Invite Goodneighbors to join the meeting.

Business Survey -Martin presented some action items based on responses for the business survey:

- *Question 4: Staff Shortages – businesses noted that they were paying more, offering flexibility, phone interviews, hiring & referral bonus, increased marketing and offering work from home. How*

we can help – continue collaborating with the school on programs including the apprenticeship program and job/career fair expo. The County CDA has been working on several initiatives including a job portal which has a link on our website. They are also in the process of developing a Youth Workforce Navigation Program and Occupational Readiness Program and have promoted a job seeker workshop in Battle Lake and other communities. All of these programs can assist our businesses down the road.

- *Question 5: 9 businesses said they were interested in expanding, three moving, three selling and one closing. How we can help – If I know someone has a space for rent or sale, I usually share that information with anyone requesting the need for space. I can certainly post some of those places for sale or lease on social media. I can also share incentives for expansion or building – this would be either TIF or abatement. I think we should make individual contact with businesses again to see what their needs are.*
- *Question 6: Business training: There seems to be some interest but only ten responded. How we can help – Leigh Shebeck has already offered to do customer service training and we decided to conduct it at City Hall and offer a meal and/or snacks. We could pursue other areas – especially social media. I can explore on-line options.*
- *Question 7: Areas for the EDA to work on – Some of the ideas were: attracting nonseasonal businesses; annexation for expansion; parking; residential expansion; retain current businesses; communication of what the EDA is working on; continue to look for opportunities to help current businesses; off-season events; assistance with marketing property for sale or lease; broadband and infrastructure. How we can help – should we have a spot on the website that list properties for lease/sale? We currently have a link to realtors. Send a monthly report with the EDA minutes to businesses. Work with the LACC on marketing and events.*
- *Question 9: Creating a business organization and/or hold regular business meetings – Many people answered yes on this question. How we can help – the last meeting we held was actually well attended but I am not sure how to move forward with this. This may be another joint project with LACC.*
- *Question 10: Other comments – Keep up good communications; expansion of year-round businesses; attracting manufacturing/industrial businesses; monthly EDA reports.*

Additional suggestions included a separate Facebook page for the EDA. Even though the City has one, this might be of benefit to get the word out about the EDA. Martin will take care of this.

Otter Tail County CDA minutes were distributed.

Other Updates

- Bethel Church will not be constructing their building on the site next to the LACC as originally planned. They are purchasing property east of the Dollar General and have been researching annexation and hooking up to the City's water, sewer, and natural gas.
- Rob Nudell gave an update on his position. The school board will be making a decision in January whether to keep their plan of a part-time/shared superintendent or advertise for a full-time position. The commissioners welcomed him to Battle Lake. He plans to get involved in the community as much as possible.

Next meeting is Tuesday, January 6, 2022 at 7:00 a.m.

Adjourn at 8:20 a.m.

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

Economic Development Authority

Fund # 240

Statement of Revenue and Expenditures

Dept	Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jan 2021
			Dec 2021	Jan 2021	Jan 2021	Jan 2021	Dec 2021
			Actual	Actual	Dec 2021	Dec 2021	Percent of Budget
Revenue & Expenditures							
Revenue							
Unallocated							
40000	36211	Now Acct Interest	0.00	(24.10)	0.00	24.10	0.0%
Unallocated Totals			\$0.00	(\$24.10)	\$0.00	\$24.10	
Hatchery Row							
46316	33600	Grants and Aid	0.00	193,489.00	0.00	(193,489.00)	0.0%
46316	36250	Refunds & Reimbursements	0.00	9,000.00	0.00	(9,000.00)	0.0%
46316	70000	Transfers In	100,000.00	100,000.00	0.00	(100,000.00)	0.0%
Hatchery Row Totals			\$100,000.00	\$302,489.00	\$0.00	(\$302,489.00)	
Economic Development Authority							
46500	36211	Now Acct Interest	(7.89)	(80.93)	0.00	80.93	0.0%
46500	39203	Transfer from Liquor Fund	0.00	20,000.00	20,000.00	0.00	100.0%
46500	70000	Transfers In	5,221.00	5,221.00	6,400.00	1,179.00	81.6%
Economic Development Authority Totals			\$5,213.11	\$25,140.07	\$26,400.00	\$1,259.93	
Revenue			\$105,213.11	\$327,604.97	\$26,400.00	(\$301,204.97)	
Gross Profit			\$105,213.11	\$327,604.97	\$26,400.00	\$0.00	
Expenses							
Hatchery Row							
46316	303	Engineering Fees	0.00	18,637.62	0.00	(18,637.62)	0.0%
46316	304	Legal Fees	435.00	5,946.00	0.00	(5,946.00)	0.0%
46316	319	Other Professional Services	96.65	173,110.86	0.00	(173,110.86)	0.0%
46316	322	Postage	0.00	288.44	0.00	(288.44)	0.0%
46316	331	Travel Expenses	0.00	23.52	0.00	(23.52)	0.0%
46316	381	Electric Utilities	0.00	392.22	0.00	(392.22)	0.0%
46316	530	Improvements Other Than Bldgs	0.00	175,998.50	0.00	(175,998.50)	0.0%
Hatchery Row Totals			\$531.65	\$374,397.16	\$0.00	(\$374,397.16)	
Economic Development Authority							
46500	100	Wages and Salaries	2,961.75	6,402.28	7,400.00	997.72	86.5%
46500	121	PERA	24.13	246.17	0.00	(246.17)	0.0%
46500	122	FICA	183.09	390.79	0.00	(390.79)	0.0%
46500	123	Medicare	42.82	91.40	0.00	(91.40)	0.0%
46500	131	Employer Paid Health	33.53	390.99	0.00	(390.99)	0.0%
46500	133	Employer Paid Dental	0.80	9.50	0.00	(9.50)	0.0%
46500	200	Office Supplies	0.00	83.24	250.00	166.76	33.3%
46500	210	Operating Supplies	0.00	0.00	500.00	500.00	0.0%
46500	306	Training	0.00	0.00	500.00	500.00	0.0%
46500	319	Other Professional Services	0.00	7,000.00	5,000.00	(2,000.00)	140.0%
46500	322	Postage	0.00	36.00	300.00	264.00	12.0%
46500	331	Travel Expenses	0.00	0.00	500.00	500.00	0.0%
46500	340	Advertising	0.00	120.72	1,200.00	1,079.28	10.1%
46500	350	Print/Binding	171.43	1,929.65	1,200.00	(729.65)	160.8%
46500	351	Publishing	0.00	151.70	300.00	148.30	50.6%
46500	360	Insurance	0.00	100.05	120.00	19.95	83.4%
46500	384	Refuse/Garbage Disposal	0.00	252.00	0.00	(252.00)	0.0%
46500	413	Office Equipment Rental	0.00	0.00	300.00	300.00	0.0%
46500	430	Miscellaneous	0.00	220.54	11,000.00	10,779.46	2.0%
46500	433	Dues And Subscriptions	295.00	295.00	0.00	(295.00)	0.0%
Economic Development Authority Totals			\$3,712.55	\$17,720.03	\$28,570.00	\$10,849.97	
Expenses			\$4,244.20	\$392,117.19	\$28,570.00	(\$363,547.19)	
Revenue Less Expenditures			\$100,968.91	(\$64,512.22)	(\$2,170.00)	\$0.00	
Net Change in Fund Balance			\$100,968.91	(\$64,512.22)	(\$2,170.00)	\$0.00	

Beginning Fund Balance 1/1/2021 \$37,351.00
 Ending Balance 12/31/2021 (\$36,161.00) Grant Funds were received after 1st of year - not in December as anticipated (staff shortage at DEED)

Checks Written

Date	Amount	Payee	Description
15-Dec	\$ 435.00	Cline Jensen	Review of Master Development Agreement prior to closing
15-Dec	\$ 295.00	EDAM	Membership - Economic Development Assoc. of MN
22-Dec	\$ 50.65	NF Field	Closing Costs
23-Dec	\$ 46.00	NF Field	Addition Closing costs - recording
15-Dec	\$ 171.43	Postage	EDA Christmas Cards



**MINUTES OF THE
COMMUNITY DEVELOPMENT AGENCY OF OTTER TAIL COUNTY**
Government Services Center, County Board Room
515 W Fir Ave, Fergus Falls MN 56537
December 1, 2021
12:00 p.m.

Call to Order

The Otter Tail County Community Development Agency convened at 12:00 p.m., Wednesday, December 1, 2021.

Attendance was as follows:

	Present in person	Present via Technology	Absent
<u>Board Members:</u>			
Jeff Ackerson	X		
Dena Johnson		X	
Val Martin	X		
Kurt Mortenson	X		
Dave Ripley	X		
Betsy Roder			X
Lee Rogness	X		
Dave Schornack		X	
Greg Swanberg	X		
<u>Staff:</u>			
Amy Baldwin, CDA Director	X		
Barbara Dacy, HRA Director		X	
Carter Grupp, Lead for MN Broadband Fellow	X		
Sarah Schake, CDA Independent Contractor	X		
Nicholas Leonard, Otter Tail County Deputy Administrator	X		
Erik Osberg, Rural Rebound Initiative Coordinator		X	
Karen Czech, Recorder	X		

Chair Schornack attended virtually therefore, Vice Chair, Jeff Ackerson presided over the meeting.

Approval of Agenda

Motion by Kurt Mortenson, second by Greg Swanberg and unanimously carried to approve the agenda for December 1, 2021.

Approval of Minutes

Motion by Lee Rogness, second by Val Martin and unanimously carried to approve the September 8, 2021 meeting minutes, October 6, 2021 meeting notes and November 3, 2021 meeting notes.

Bills and Financials

Motion by Greg Swanberg, seconded by Dave Ripley and unanimously carried to approve the Financial Statements as presented.

Director's Report

Housing Growth Initiative/The Big Build:

- › The Tax Rebate program has 53 applications to date. 4 of those applications are in the City of Ottertail, 5 in the City of Fergus Falls, 1 in Pelican Rapids and the balance from township areas.
- › Attended the New York Mills, Henning and Fergus Falls City Council Meetings. All authorized an extension of their tax rebate programs to the end of 2024 to be in align with the County's updated program guidelines.
- › Created a promotional video for Ottertail's Building Big \$1 lots.

Workforce Supporting Strategy/OTC Works:

- › DAYTA/Jobs portal has been active for one year. A summary report was reviewed.
- › Attended a workshop hosted by Greater Fergus Falls and Fergus Falls Chamber of Commerce with Mike Henke.

Broadband:

- › All 10 SMART Conferencing Room projects are completed on our end of the grant. 2 locations are waiting on backordered micro-PC's, estimated to arrive in January.
- › Marketing SMART room spaces on website, in OTLCA magazine and on social media.

Committee Reports

Childcare Committee: Discussed organizing with other partners to understand the breadth of childcare work and how the CDA fits in.

Housing Growth & Investment Committee: Approved an advertisement in the Lake & Home Construction Guide. Discussed promotional push for spring builds. Discussed expansion of Community Growth Partnership Grants.

Workforce Support & Development Committee: Reviewed Youth Workforce Navigation RFQ response. Reviewed Empowered Worker Program overview document.

OTLCA Minute Report

Erik Osberg reported on the projects and progress of Otter Tail Lakes Country Association's efforts to promote living and working in Otter Tail County.

Community Growth Partnership Grant Program Update

Motion by Lee Rogness, second by Dave Ripley and unanimously carried to approve the changes to the Community Growth Partnership Grant program which include increasing the amount of the grant.

Youth Workforce Navigation Partner

Motion by Val Martin, second by Greg Swanberg and unanimously carried to recommend to the County Board contracting for services with Cardinal Consulting Solutions with funding from the ARPA dollars.

Extension of Independent Contractor Agreement

Motion by Lee Rogness, second by Kurt Mortenson and unanimously carried to extend the Independent Contractor agreement for 2022.

Community Development Agency/Housing and Redevelopment Authority Alignment

Nicholas Leonard discussed with the Board alignment of the CDA and HRA Boards.

Adjournment

Meeting was adjourned at 1:12 p.m. until January 5, 2022.