



Battle Lake Economic Development Authority Thursday, January 5, 2023 - 7:00 a.m. Battle Lake City Hall

Election of Officers: Current: President – Randy Dorn, Vice President – Steve Young, and Val Martin, Secretary/Treasurer

Call to Order

Approve Agenda

Approve Minutes

Approve Financials

- **Hatchery Row**
 - **Community Space/LACC**
 - **General Update**

- **High School Representative**

- **Annual Meeting Update**
 - At the School Media Center – February 2nd starting at Noon
 - Catered by Battle Lake Boathouse
 - Agenda includes:
 - Year in Review – Randy Dorn
 - School Updates
 - Workforce Shortage – Speakers from the OTC CDA

- **Radio Station Ads to begin in January**

- **Social Media Training - Update**

- **Business Priorities – Action Items**
 - Business Retention and Expansion –
 - Review 2023 Survey

- **Other Updates?**

- **Upcoming Meeting:**
- **Next EDA Meeting – February 2, 2023 – Annual Meeting**

“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 1, 2022**

The Battle Lake Economic Development Authority met in a regular session on Thursday, December 1, 2022, at 7:00 a.m. with Randy Dorn, Rich Bullard, Rob Nudell, Sean Belmont, Josie Thomopoulos, Marjorie Quammen, and Steve Young present. Also present were Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer along with Katrina Ball and Casey Love from Lakes Area Community Center. Janell Kraemer and student Janie Lhotak were in attendance from the Battle Lake School.

Nudell made a motion to approve the agenda with additions. Belmont seconded. MCU

Young made a motion to approve the minutes as presented. Bullard seconded. MCU

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

Hatchery Row

- Katrina Ball and Casey Love were present to give an update on the LACC progress towards deciding on a lease in Hatchery Row. Goodneighbors has offered them the following:
 1. *Two months free rent starting the month that the space is available for tenant improvements.*
 2. *Three months free Rent after the tenant improvements are completed or after 60 days, whichever occurs first. (total of 5 months)*
 3. *5-year lease with an option for a 180-day written notification to cancel the lease any time after the first 12 months of paid rent. (Thus, making the lease end after 18 months if needed.) After the lease is signed, and once the LACC starts a capital campaign drive, CI Construction and GoodNeighbor Properties will each commit to donating \$2500 for a total of \$5000 a year for 2 years.*
 - The LACC has not made a decision on signing a lease at this time – hopefully, they will decide at their December Board meeting.
 - They continue to work with the interior designer on the Hatchery Row site. They received a grant from Blandin Foundation for \$50,000 to help furnish the Hatchery Row space.
 - The Jack-O-Lantern Jubilee was a success with 200 to 250 kids and parents attending.
 - The “Hunt is on” promotion was successful with over 400 people dropping off cards. The cards had a spot for store owners to stamp every \$10 and once the card was filled, they were eligible for door prizes.
- Some of the footings have been poured at the site.
- Contaminated soil was removed with the final location for disposal TBD. The DEED reimbursement has been submitted. Costs were higher than anticipated and we can request a budget adjustment for the additional costs.

Hidden Meadows Update:

- Construction continues to move along quickly. The houses have been listed with Ryan Hanson homes. Pricing and general information will be sent to the Commissioners by Martin.
-

Blandin Grant – Art of the Lakes at the former LACC building

- Art of the Lakes received \$100,000 from the Blandin Foundation to develop a creative center in Battle Lake. They propose to transform the former LACC building into a rural arts center. The funds will be used to furnish the space created by the owner/developer of the building. The plan will support several areas of art and will also include a “maker space” with equipment and tools for various types of visual art.
- Martin said Bruce Fuhrman had stopped in her office yesterday and said they are also hoping to work with Bethel Church to purchase and renovate the former Youth Center building. They would like to work with Art of the Lakes on a project to house artists on a temporary basis. He was going to suggest to Kristi Kuder, president of Art of the Lakes that she attend the next EDA meeting to give us a better idea of their full plan for the creative center.

- Board members of the LACC said they were contacted prior to the submission of the application and asked if they wanted to partner. Their board felt it didn't make sense for them as they just sold the building and have been working for several months on the lease in the Hatchery building. Would this affect their project? Is it a different audience? They'll both be requesting donations at about the same time – will that make a difference in the dollar amounts they receive?

High School Representative/School Update

- Janell Kraemer was in attendance with student Janie Lhotak and gave a few school updates.
- Additional school updates:
 - Career Fair – April 20th. They are hoping to get a large turnout from businesses and colleges in the area.
 - School Craft Fair on Saturday from 9 to 3.
 - 542 Foundation's Tour of Homes on Saturday from 3 to 7.

Annual Meeting for 2023

- Date is February 2, 2023.
- Location is the school media center.
- Food will be catered by Battle Lake Boathouse.
- Focus topic of the Annual Meeting will be on the workforce shortage – Martin is working on speakers. Rob Nudell and/or Ryan Severson will talk about school updates (5 to 10 minutes) and Randy Dorn will go through the 2022 Year in Review.

Radio Ads

Several business owners, the Mayor, and staff from the school will be coming to City Hall on December 7th to record testimonies to be aired in December.

Social Media Training – December 12th at 5:00 p.m.

- Free training with Kim Peterson and Isaiah Dorn along with a meal. Some suggestions from the Commissioners to get businesses to respond to the email. Phone calls will also be made to some of the business owners.

Commissioner Terms

- Steve Young's term is up and he is willing to be on for another term.
- Randy Dorn will continue as Commissioner – maybe someone else should consider being president?

Business Priorities – Action Items

- A sample survey was distributed with some changes/ideas from the Commissioners – final survey is to be discussed at the next meeting.

Other Updates:

- Carwash – they still plan to pour footings this fall.
- There was a general discussion on several things happening in the community and how we can come together to know what others are doing and to work collaboratively.
- Petrick VanErp is starting an accounting business in the building next to Ben's Bait.
- Public Hearing for Phelps Mill fish passageway on Monday, December 12th.
- 16th Annual Home for the Holidays at the LACC building on December 10th with plenty of activities for young children. This project is a joint effort between the BLACF and LACC.
- The City Council is considering adding four pickleball courts in Lions Park. Will be working on donations in conjunction with City funds to pay for the new addition.

Upcoming meetings:

- January 5, 2023 at 7:00 a.m.

Adjourn at 8:12 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 Dec 2022 Dec 2022 Actual	Year-To-Date Jan 2022 Dec 2022 Actual	Annual Budget Jan 2022 Dec 2022	Annual Budget Jan 2022 Dec 2022 Variance	Jan 2022 Dec 2022 Percent of Budget
Revenue & Expenditures							
Revenue							
Hatchery Row							
46316	33600	Grants and Aid	0.00	111,565.30	0.00	(111,565.30)	0.0%
Hatchery Row Totals			\$0.00	\$111,565.30	\$0.00	(\$111,565.30)	
Economic Development Authority							
46500	36200	Miscellaneous Revenues	0.00	100.00	0.00	(100.00)	0.0%
46500	36211	Now Acct Interest	0.00	65.74	0.00	(65.74)	0.0%
46500	36250	Refunds & Reimbursements	0.00	1,183.44	0.00	(1,183.44)	0.0%
46500	39203	Transfer from Liquor Fund	20,000.00	20,000.00	20,000.00	0.00	100.0%
46500	70000	Transfers In	0.00	0.00	6,400.00	6,400.00	0.0%
Economic Development Authority Totals			\$20,000.00	\$21,349.18	\$26,400.00	\$5,050.82	
Revenue			\$20,000.00	\$132,914.48	\$26,400.00	(\$106,514.48)	
Gross Profit			\$20,000.00	\$132,914.48	\$26,400.00	\$0.00	
Expenses							
Hatchery Row							
46316	304	Legal Fees	0.00	2,520.00	0.00	(2,520.00)	0.0%
46316	319	Other Professional Services	0.00	46,157.23	0.00	(46,157.23)	0.0%
46316	430	Miscellaneous	0.00	15.85	0.00	(15.85)	0.0%
Hatchery Row Totals			\$0.00	\$48,693.08	\$0.00	(\$48,693.08)	
Economic Development Authority							
46500	100	Wages and Salaries	2,117.31	5,656.50	8,000.00	2,343.50	70.7%
46500	121	PERA	20.68	264.90	0.00	(264.90)	0.0%
46500	122	FICA	130.58	342.68	0.00	(342.68)	0.0%
46500	123	Medicare	30.54	80.14	0.00	(80.14)	0.0%
46500	131	Employer Paid Health	35.22	397.68	0.00	(397.68)	0.0%
46500	133	Employer Paid Dental	0.80	9.44	0.00	(9.44)	0.0%
46500	200	Office Supplies	0.00	15.02	300.00	284.98	5.0%
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	1,161.78	5,000.00	3,838.22	23.2%
46500	322	Postage	104.83	391.65	500.00	108.35	78.3%
46500	331	Travel Expenses	0.00	0.00	500.00	500.00	0.0%
46500	340	Advertising	0.00	125.50	4,000.00	3,874.50	3.1%
46500	350	Print/Binding	0.00	1,885.54	2,000.00	114.46	94.3%
46500	351	Publishing	0.00	0.00	300.00	300.00	0.0%
46500	360	Insurance	0.00	44.42	120.00	75.58	37.0%
46500	413	Office Equipment Rental	0.00	0.00	300.00	300.00	0.0%
46500	430	Miscellaneous	171.00	1,522.26	1,000.00	(522.26)	152.2%
46500	433	Dues And Subscriptions	0.00	0.00	500.00	500.00	0.0%
46500	810	Refunds & Reimbursements	9,000.00	9,000.00	0.00	(9,000.00)	0.0%
Economic Development Authority Totals			\$11,610.96	\$20,897.51	\$23,520.00	\$2,622.49	
Expenses			\$11,610.96	\$69,590.59	\$23,520.00	(\$46,070.59)	
Revenue Less Expenditures			\$8,389.04	\$63,323.89	\$2,880.00	\$0.00	
Net Change in Fund Balance			\$8,389.04	\$63,323.89	\$2,880.00	\$0.00	

Ck#	Date	TO:	Amt:	For:
	31-Dec	Journal Entry	\$ 9,000.00	Hatchery Row Deposit for TIF - Deposited in EDA Fund rather than TIF Fund
46128	30-Dec	Karalee Brandner	\$ 21.19	Reimbursement for Postage
EFT	27-Dec	Quadient	\$ 83.71	Postage for Christmas cards
46148	30-Dec	The Rusty Nail	\$ 171.00	Supper for Social Media Class
Total:			\$ 9,275.90	

2022 Beginning Balance \$ (27,161.22)

2022 YE Balance \$ 36,162.67

*YE Balance may not be final until Audit is complete

January 2023 Business Survey

1. Type of business:
 - a. Retail
 - b. Restaurant/Bar
 - c. Entertainment
 - d. Service
 - e. Nonprofit
 - f. Medical
 - g. Other (specify)

2. In 2022, how were your sales, in comparison to pre-COVID:
 - a. No change
 - b. 25% Incline
 - c. 50% Incline
 - d. More than 50 % incline
 - e. Decline in sale

3. What were your most difficult obstacles (if any) over the last several months – check all that apply:
 - a. Staffing
 - b. Getting supplies
 - c. Marketing
 - d. Time Management
 - e. Other

4. Are you considering any of the following? Please use the comment box below to let the EDA know how we can assist along with your contact information.
 - a. Expanding
 - b. Moving
 - c. Selling
 - d. Closing
 - e. No Changes
 - f. Other

5. Are you interested in business training for any of the following?
 - a. Social media
 - b. Customer Service
 - c. Business Transition
 - d. Marketing
 - e. Technology Advances

6. Social Media is a vital part of promotion for businesses. We offered two Social Media training opportunities. If you did not attend, what were your obstacles?

7. Below is a task list related to some of the EDA goals and priorities, please rank them in order of what you feel is important:
 - a. Expanding year-round businesses
 - b. Creating a business organization with set meeting dates
 - c. Continued work on housing
 - d. Ongoing Business Communication including Quarterly EDA reports
 - e. Continued work with Lakes Area Community Center as they pursue space in Hatchery Row
 - f. Support of the school
 - g. On-going business training
 - h. Group advertising
 - i. Assist businesses, in collaboration with the Otter Tail County Community Development Agency on the workforce shortage

8. Is your business or organization in the City Limits? If not, what township are you in?

9. Informally, we have a connection to our businesses, but there seems to be some interest in meeting on a formal basis. How can we accommodate your schedule to make this work for you? Check all that apply:
 - a. Hold Quarterly Meetings
 - b. Hold Monthly Meetings
 - c. Best day of the week:
 - d. Time? Morning? Lunch Hour? Evening or Late Afternoon?
 - e. Zoom option

10. Please let us know what the EDA is doing well, what we can do better or what other comments you have for us: