



Battle Lake Economic Development Authority Thursday, September 7, 2023 Battle Lake City Hall

Call to Order
Approve Agenda
Approve Minutes
Approve Financials

- **Hatchery Row**
 - Community Space/LACC
 - General Update
- **School Updates**
 - Rob Nudell, School Bond Issue Presentation
- **Business Priorities – Action Items**
 - Breakfast and Brainstorming on September 20th at 7:30 a.m.
 - Year-end Survey/Questionnaire to Businesses – Consider other Avenues of Communication? Site visits and/or phone calls?
 - As we Look Towards 2024, are there any Changes to Our Goals and Priorities?
 - Do we want to Consider an End of Summer Celebration and/or Business Recognition?
- **Other Updates**
- **Upcoming Meeting:**
- Next EDA Meeting – October 3, 2023 7:00 a.m.

“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, August 3, 2023**

The Battle Lake Economic Development Authority met in a regular session on Thursday, August 3, 2023, at 7:00 a.m. with Rich Bullard, Sean Belmont, Josie Thomopolous, and Steve Young present. Absent were Marjorie Quammen, Rob Nudell, and Randy Dorn. Also present were Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer along with Reba Gilliland, Art Advisory Committee Representative, and Scott Duberowski, from First National Bank.

Visitor – Amy Baldwin, Otter Tail County Community Development Agency (CDA) – Update on the former Youth Center Building owned by Bethel Church.

- The CDA will be closing soon on the property – all things are in order to get this done.
- Ness Backhoe has been awarded the contract for the demolition.
- It is located in the Hatchery Row TIF District. Some preliminary TIF financials were put together with the help of Traci Ryan, financial advisor.
- The CDA will ready the property and will start working looking for a developer. The vision is for a workforce apartment complex – possibly 8 to 12 units, dependent on parking, stormwater management, and/or additional requirements from the City.
- Once the CDA finds a developer, they will apply for the workforce housing state grant. This program was recently funded at \$40 million, up from \$4 million in other years. There is a needed match but this can be for the TIF.

Amy also updated the Commissioners on the Youth workforce project. The Battle Lake school has been a good partner with this project. The CDA will be doing a parent handbook that will be mailed to parents in the school districts of Otter Tail County.

Mayor Bullard complimented Amy on the great partnership with the City of Battle Lake. He appreciates all the assistance we have received.

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

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

Belmont made a motion to approve the financials. Thomopolous seconded. MCU

Hatchery Row

- Construction is coming along with rafters now going up.
- Contaminated soil to be removed and hauled away from the City farm in the next week or so.

Lakes Area Community Center

- Kudos to this group for running some awesome events this summer, especially Wenonga Days. Things seemed to be very well organized and well attended.

School Updates

- Rob Nudell was not in attendance to update school activities. Martin did report that there will be a building bond referendum election on November 7th. She was hired as a school employee to run the election as the staff at the school has limited availability. This is outside of her regular City duties.

Business Priorities – Action Items

- A September meeting will be scheduled soon.

Hidden Meadows Single-family Housing:

- All three houses have now sold. This was a very successful project and it was exciting to see the last house sold prior to construction even starting!

Other Updates:

- Sean reported that the West Battle Lake Lake Shore Association held their annual meeting and it was well attended.

The next EDA meeting will be on September 7, 2023, at 7:00 a.m.

Adjourn at 7:45 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 2023
			Aug 2023	Aug 2023	Jan 2023	Dec 2023	Dec 2023
			Actual	Actual		Variance	
Revenue & Expenditures							
Revenue							
Economic Development Authority							
46500	33600	Grants and Aid	0.00	10,000.00	0.00	(10,000.00)	0.0%
46500	36211	Now Acct Interest	0.00	16.49	0.00	(16.49)	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	5,200.00	5,200.00	0.0%
Economic Development Authority Totals			\$20,000.00	\$30,016.49	\$25,200.00	(\$4,816.49)	
Revenue			\$20,000.00	\$30,016.49	\$25,200.00	(\$4,816.49)	
Gross Profit			\$20,000.00	\$30,016.49	\$25,200.00	\$0.00	
Expenses							
Hatchery Row							
46316	319	Other Professional Services	2,332.23	35,339.17	0.00	(35,339.17)	0.0%
Hatchery Row Totals			\$2,332.23	\$35,339.17	\$0.00	(\$35,339.17)	
Economic Development Authority							
46500	100	Wages and Salaries	370.08	2,770.44	8,000.00	5,229.56	34.6%
46500	121	PERA	27.64	188.84	0.00	(188.84)	0.0%
46500	122	FICA	22.01	163.76	0.00	(163.76)	0.0%
46500	123	Medicare	5.15	38.29	0.00	(38.29)	0.0%
46500	131	Employer Paid Health	35.22	274.35	0.00	(274.35)	0.0%
46500	133	Employer Paid Dental	0.80	6.23	0.00	(6.23)	0.0%
46500	200	Office Supplies	0.00	0.00	300.00	300.00	0.0%
46500	210	Operating Supplies	0.00	0.00	500.00	500.00	0.0%
46500	240	Small Tools And Minor Equip	0.00	1.06	0.00	(1.06)	0.0%
46500	306	Training	0.00	0.00	500.00	500.00	0.0%
46500	319	Other Professional Services	0.00	0.00	5,000.00	5,000.00	0.0%
46500	322	Postage	0.00	85.60	500.00	414.40	17.1%
46500	331	Travel Expenses	0.00	0.00	500.00	500.00	0.0%
46500	340	Advertising	0.00	2,095.30	4,000.00	1,904.70	52.4%
46500	350	Print/Binding	0.00	814.66	2,000.00	1,185.34	40.7%
46500	351	Publishing	0.00	0.00	300.00	300.00	0.0%
46500	360	Insurance	0.00	45.18	120.00	74.82	37.7%
46500	413	Office Equipment Rental	0.00	0.00	300.00	300.00	0.0%
46500	430	Miscellaneous	0.00	11,177.71	1,000.00	(10,177.71)	1,117.8%
46500	433	Dues And Subscriptions	0.00	0.00	500.00	500.00	0.0%
Economic Development Authority Totals			\$460.90	\$17,661.42	\$23,520.00	\$5,858.58	
Expenses			\$2,793.13	\$53,000.59	\$23,520.00	(\$29,480.59)	
Revenue Less Expenditures			\$17,206.87	(\$22,984.10)	\$1,680.00	\$0.00	
Net Change in Fund Balance			\$17,206.87	(\$22,984.10)	\$1,680.00	\$0.00	

Ck #	Date	To	Amount	For:
46825	8/9/2023	Northland Environmental	\$ 2,332.23	Monitoring
		Total for August, 2023	\$ 2,332.23	

Beginning Fund Balance 1/1/23 \$ 42,067.40
 Current Month-end Fund Balance \$ 19,970.18



Battle Lake Economic Development Authority **Ongoing Goals and Priorities**

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.
 - 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.
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.
11. Continue to assist the Lakes Area Community Center with their transition to Hatchery Row.

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