



Battle Lake Economic Development Authority Thursday, January 4, 2024 Battle Lake City Hall

Call to Order
Approve Agenda
Approve Minutes
Approve Financials

Visitor – Kent Mattson and Katie Johnson - Lake Region Healthcare

- **Hatchery Row**
 - General Updates
- **School Updates**
 - Battle Lake School Representative
- **Business Priorities – Action Items**
 - Year-end Survey/Questionnaire to Businesses – will be mailed in mid-January
 - Approval Goals and Priorities
- **Other Updates**
- **Upcoming Meeting:**
- February 1st – Annual meeting – Lunch starting at 11:45, Program from noon to 1:30 p.m.
 - Agenda:
 - Year in Review – Randy Dorn
 - Battle Lake School – What’s Happening
 - Keynote Speaker – Tim Eggebraaten

“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 7, 2023

The Battle Lake Economic Development Authority met in a regular session on Thursday, December 7, 2023, at 7:00 a.m. with Rich Bullard, Randy Dorn, Rob Nudell, Josie Thomopoulos, Steve Young, and Marjorie Quammen present. Absent was Sean Belmont. Also, present was Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer.

Bullard made a motion to approve the agenda. Nudell seconded. MCU
Nudell made a motion to approve the minutes as presented. Thomopolous seconded. MCU
Young made a motion to approve the financials. Dorn seconded. MCU

EDA Annual Meeting

- Plans to be held in the school media center
- Catered by Neverbetter
- Speaker ideas – Commissioners would like a motivational speaker. Martin and Dorn will work on this.

School Updates

- Rob Nudell reported on the school.
 - The school board will start to meet with Site Logic's design team on December 18th.
 - Selling bonds in January with hopes of a rate of 3.75% to 4.25%
 - April 4th is the college and career fair

Business Priorities

- Commissioners received the final list of questions for the business survey. It was decided that the survey would be mailed in mid-January with a reminder at the annual meeting to complete it. Phone calls will be made to businesses after the annual meeting, asking them to complete if they haven't already done so.
- **Review of Goals and Priorities with Formal Approval in January**
 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. Invite them to the March EDA meeting and provide breakfast either at City Hall or at Shoreline.*
 3. *Continue Business, Retention and Expansion Process*
 - *Continued communication with Network Battle Lake – work with them on projects as needed.*
 - *Continued communication with the Lakes Area Community Center Board.*
 - *Business communication – hold an annual breakfast & and business appreciation meeting each year in February and follow up with a newspaper article detailing the work of the EDA.*
 - *On-going yearly surveys to businesses.*
 4. *Continued work on a group advertising and marketing campaign.*
 5. *Keep the website up to date with information on the EDA.*
 6. *Assist businesses with staffing needs by working with Otter Tail County's job opening portal.*
 7. *Provide training opportunities for area businesses.*
 8. *Fully utilize all City real estate for residential and commercial expansion.*

Ongoing Priorities

1. *Keep an inventory of available commercial property on the City's website by including a link to area realtors.*
2. *Reach out to prospective businesses when members have heard of possible interest 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 business 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. *Continue to meet monthly with the business/community collaboration and the LACC.*

Other Updates:

- Thomopolous suggested the EDA look at some of the speakers the Fergus Falls Chambers have for their business events. It might give us ideas for Battle Lake.
- Martin reported that Todd Quaintance, Chief of Police, has resigned.

Adjourn at 8:01 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 2023 Dec 2023 Actual	Year-To-Date Jan 2023 Dec 2023 Actual	Annual Budget Jan 2023 Dec 2023	Annual Budget Jan 2023 Dec 2023 Variance	Jan 2023 Dec 2023 Percent of Budget
Revenue & Expenditures						
Revenue						
Hatchery Row						
46316	33600	Grants and Aid	0.00	22,519.71	0.00	22,519.71 0.0%
Hatchery Row Totals			\$0.00	\$22,519.71	\$0.00	\$22,519.71
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	37.74	0.00	37.74 0.0%
46500	39203	Transfer from Liquor Fund	0.00	20,000.00	0.00	20,000.00 0.0%
Economic Development Authority Totals			\$0.00	\$30,037.74	\$0.00	\$30,037.74
Revenue			\$0.00	\$52,557.45	\$0.00	\$52,557.45
Gross Profit			\$0.00	\$52,557.45	\$0.00	\$0.00
Expenses						
Hatchery Row						
46316	319	Other Professional Services	0.00	45,743.88	0.00	45,743.88 0.0%
Hatchery Row Totals			\$0.00	\$45,743.88	\$0.00	\$45,743.88
Economic Development Authority						
46500	340	Advertising	0.00	2,295.30	0.00	2,295.30 0.0%
46500	133	Employer Paid Dental	0.80	9.43	0.00	9.43 0.0%
46500	131	Employer Paid Health	35.22	415.23	0.00	415.23 0.0%
46500	122	FICA	131.52	359.30	0.00	359.30 0.0%
46500	360	Insurance	0.00	45.18	0.00	45.18 0.0%
46500	123	Medicare	30.76	84.03	0.00	84.03 0.0%
46500	430	Miscellaneous	0.00	11,177.71	0.00	11,177.71 0.0%
46500	210	Operating Supplies	0.00	162.13	0.00	162.13 0.0%
46500	121	PERA	22.11	282.81	0.00	282.81 0.0%
46500	322	Postage	0.00	85.60	0.00	85.60 0.0%
46500	350	Print/Binding	177.59	992.25	0.00	992.25 0.0%
46500	240	Small Tools And Minor Equip	0.00	1.06	0.00	1.06 0.0%
46500	100	Wages and Salaries	2,136.39	5,984.68	0.00	5,984.68 0.0%
Economic Development Authority Totals			\$2,534.39	\$21,894.71	\$0.00	\$21,894.71
Expenses			\$2,534.39	\$67,638.59	\$0.00	\$67,638.59
Revenue Less Expenditures			(\$2,534.39)	(\$15,081.14)	\$0.00	\$0.00
Net Change in Fund Balance			(\$2,534.39)	(\$15,081.14)	\$0.00	\$0.00

Ck #	Date	To	Amount	For:
47188	12/13/2024	US Bank	\$ 177.59	Credit Card Charge - EDA Christmas Cards

1/1/2023 Fund Balance	\$ 42,067.40
12/31/2023 Fund Balance	\$ 27,873.14



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

Goals

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5. Keep the website up to date with information on the EDA.
6. Assist businesses with staffing needs by working with Otter Tail County's job opening portal.
7. Provide training opportunities for area businesses.
8. Fully utilize all real estate within City limits for residential and commercial expansion.

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4. Broadband – continue to work with the County on options and reach out to internet suppliers to hear about future projects and priorities.
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6. Support the school.
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