



Battle Lake Economic Development Authority
Tuesday, December 17, 2024
7:00 a.m. Battle Lake City Hall

- **Visitor**
 - Amy Baldwin, Community Development Agency
- Call to Order
- Approve Agenda
- Approve Minutes
- Approve Financials
- Business Visits Follow-Up
- EDA Annual Meeting – February ? Speaker?
- Request Approval – Utilize Balance of COVID Funds for Business Grants
- Follow-Up – Ambulance Service
- Follow-Up – Meeting with Townships – Choose Another Time/Date?
- Next Year’s Meeting Day/Time
- New Year’s cards with annual meeting invitation
- City Christmas Party

ECONOMIC DEVELOPMENT AUTHORITY – 6-year term

MEMBERS (5) CITIZENS - Josie Schmidt (12/31/2026), Rob Nudell (12/31/2029), Randy Dorn (12/31/2027), Steve Young (12/31/2028), Sean Belmont (12/31/2027)

COUNCIL MEMBERS (2) – Majorie Quammen (12/31/2024), Richard Bullard (12/31/2024)

EDA DIRECTOR – Val Martin (serves in an advisory capacity; non-voting members of Commission)

Art Advisory Committee Member – Non-voting member

“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, October 18, 2024**

The Battle Lake Economic Development Authority met in a regular session on Tuesday, October 18, 2024, at 7:00 a.m. with Rich Bullard, Josie Thomopoulos, Randy Dorn, Rob Nudell, Steve Young, Sean Belmont and Majorie Quammen present. Also, present were Val Martin, Clerk/Treasurer/EDA Director/Zoning Officer, and Reba Gilliland representing the Battle Lake Arts Advisory Committee. Members of Clitherall and Everts Townships were invited to attend. Those present from Clitherall Township were Tom Frank and Craig Bengston. Also present was Shaun Frank.

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

- Commissioners discussed the Otter Tail Lakes Country Membership. The City Council paid the \$3,000 membership but requested the EDA pay the additional \$2,000 to go to the next membership level. This level provides more opportunities and marketing exposure. Bullard made a motion to approve the payment of \$2,000 from the 2024 budget for the 2025 membership. Belmont seconded. MCU Dorn suggested they see how it makes a difference from one year to the next.
- Steven Henning was present and showed the videos for YouTube. He requested an additional \$500 for the extra work. EDA Commissioners would like to see the finished product first.
- Martin presented a list of questions that Leigh Shebeck will use as he does individual, in-person site visits to businesses. The EDA will receive reports each month from Shebeck. Nudell made a motion to approve the questions. Belmont seconded. MCU Shebeck will interview a few a month.

The Commissioners moved to the meeting with township officials. Time was limited so the discussion centered around ambulance services. Ringdahl serves the City of Battle Lake and several townships. They are in the process of moving to a lower level of service. They believe they are struggling financially and have asked Cities and townships to voluntarily contribute to help them with continuity of services. The Battle Lake City Council did not contribute as they felt it was hard to justify without getting some financial history. The discussion continued with ideas on starting our own service and other ideas. The group decided that this was a conversation that should be continued with a meeting dedicated specifically to this subject.

- Other Info – Breakfast and Brainstorming – November 20, 2024 – 7:30 a.m. at Neverbetter
- Next EDA Meeting – Tuesday, December 17, 2024 @ 7:00 a.m.
- Consideration of different day for meetings
- March 26, 2025 – College and Career Fair at School

Adjourn at 8:02 a.m.

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

Economic Development Authority

Fund # 240

Statement of Revenue and Expenditures

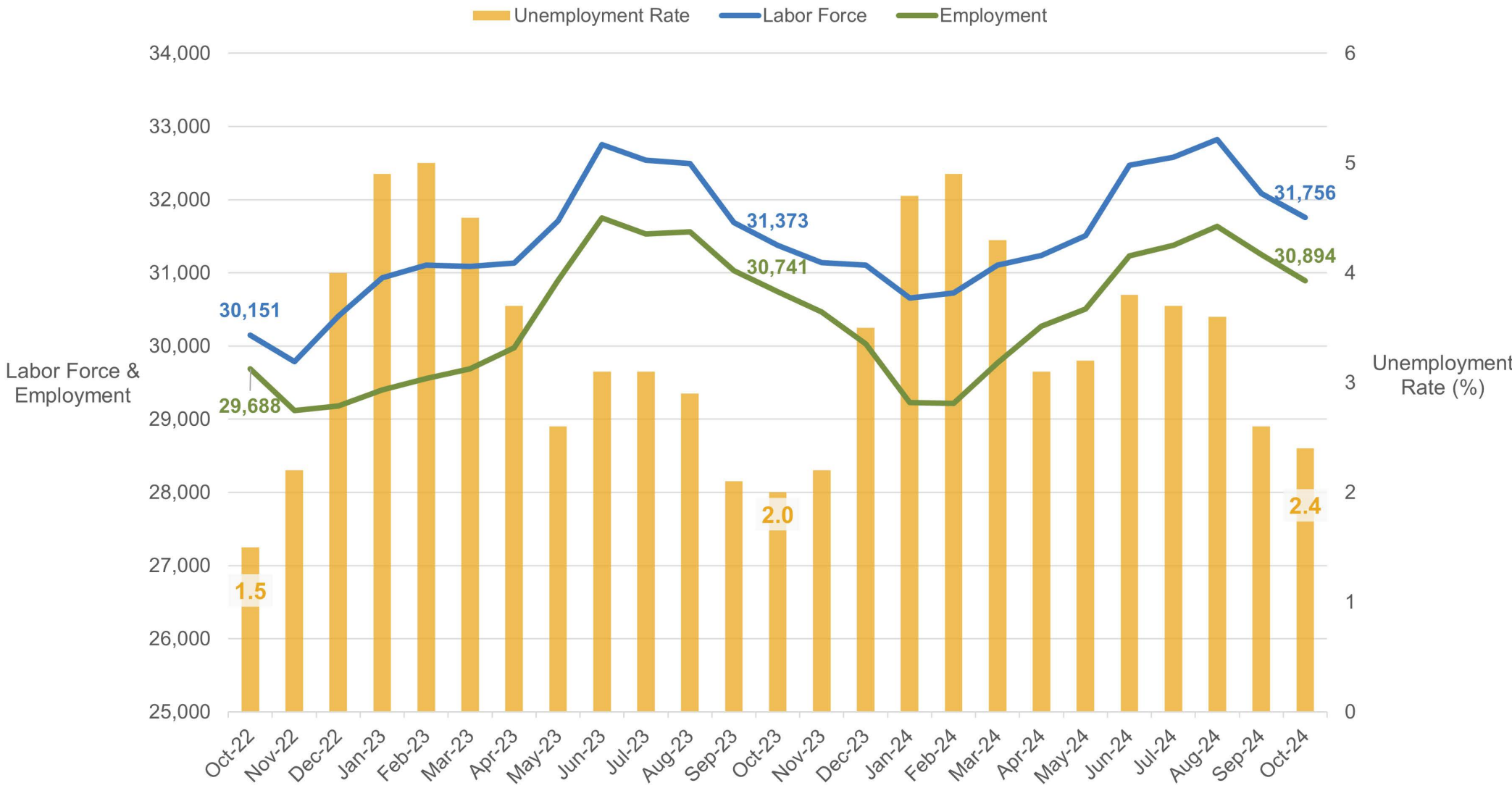
Dept	Acct		Current Period	Year-To-Date	Annual Budget	Annual Budget	Jan 2024
			Oct 2024 Nov 2024 Actual	Jan 2024 Nov 2024 Actual	Jan 2024 Dec 2024	Jan 2024 Dec 2024 Variance	Dec 2024 Percent of Budget
Revenue & Expenditures							
Revenue							
Hatchery Row							
46316	33600	Grants and Aid	0.00	31,468.28	0.00	(31,468.28)	0.0%
Hatchery Row Totals			\$0.00	\$31,468.28	\$0.00	(\$31,468.28)	
Economic Development Authority							
46500	36211	Now Acct Interest	13.25	50.35	0.00	(50.35)	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	5,500.00	5,500.00	0.0%
Economic Development Authority Totals			\$20,013.25	\$20,050.35	\$25,500.00	\$5,449.65	
Revenue			\$20,013.25	\$51,518.63	\$25,500.00	(\$26,018.63)	
Gross Profit			\$20,013.25	\$51,518.63	\$25,500.00	\$0.00	
Expenses							
Hatchery Row							
46316	810	Refunds & Reimbursements	0.00	31,468.28	0.00	(31,468.28)	0.0%
Hatchery Row Totals			\$0.00	\$31,468.28	\$0.00	(\$31,468.28)	
Economic Development Authority							
46500	100	Wages and Salaries	965.31	4,158.84	8,300.00	4,141.16	50.1%
46500	121	PERA	57.13	274.62	0.00	(274.62)	0.0%
46500	122	FICA	57.60	245.41	0.00	(245.41)	0.0%
46500	123	Medicare	13.47	57.41	0.00	(57.41)	0.0%
46500	131	Employer Paid Health	114.22	456.89	0.00	(456.89)	0.0%
46500	133	Employer Paid Dental	2.40	9.60	0.00	(9.60)	0.0%
46500	200	Office Supplies	0.00	10.16	300.00	289.84	3.4%
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	5,175.00	9,175.00	5,000.00	(4,175.00)	183.5%
46500	322	Postage	80.04	188.02	500.00	311.98	37.6%
46500	331	Travel Expenses	0.00	0.00	500.00	500.00	0.0%
46500	340	Advertising	2,000.00	2,146.00	4,000.00	1,854.00	53.7%
46500	350	Print/Binding	0.00	29.32	2,000.00	1,970.68	1.5%
46500	351	Publishing	235.60	235.60	300.00	64.40	78.5%
46500	360	Insurance	0.00	43.72	120.00	76.28	36.4%
46500	413	Office Equipment Rental	0.00	0.00	300.00	300.00	0.0%
46500	430	Miscellaneous	107.35	1,207.66	1,000.00	(207.66)	120.8%
46500	433	Dues And Subscriptions	0.00	0.00	500.00	500.00	0.0%
Economic Development Authority Totals			\$8,808.12	\$18,238.25	\$23,820.00	\$5,581.75	
Expenses			\$8,808.12	\$49,706.53	\$23,820.00	(\$25,886.53)	
Revenue Less Expenditures			\$11,205.13	\$1,812.10	\$1,680.00	\$0.00	
Net Change in Fund Balance			\$11,205.13	\$1,812.10	\$1,680.00	\$0.00	

10-Oct	48109	AMS Digital	\$ 2,000.00	EDA Videos		
13-Nov	48169	AMS Digital	\$ 3,175.00	EDA Videos		
15-Oct	48113	Neverbetter	\$ 107.35	Breakfast and Brainstorming		
24-Oct	48131	Otter Tail Lakes Country	\$ 2,000.00	Balance of Membership for 2025		
21-Oct	Auto	Quadient	\$ 80.04	Postage		
10-Oct	48104	PAW Publication	\$ 235.60	Breakfast and Brainstorming Ad		
			\$ 7,597.99			

The \$20,000 Fund transfer from the liquor store was completed in November

Fund Balance 1/1/2024 \$ 27,879.26
Fund Balance 11/30/2024 \$ 29,390.63

Labor Force, Employment & Unemployment Rate Otter Tail County



8. Fully utilize all real estate within City limits for residential and commercial expansion.

Is the goal Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

ONGOING PRIORITIES

1.Keep an inventory of available commercial property on the City's website by including a link to

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

2. Reach out to prospective businesses when members have heard of possible interest in the co

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

3. Identify business gaps in the community and seek prospective business owners.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

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

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

5. Housing – work on both single-family and multifamily options including new locations to expand housing. Look at public/private partnerships for development.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

6 Support the school.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

7. Parking – educating the businesses and public on availability – keep a map in the Battle Lake brochure.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

8. On-going training for business owners.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

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.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

10. Continue to meet quarterly with the business/community collaboration and the LACC.

Is the goals Specific/realistic?

How will we Measure success?

Is the goal Attainable?

Is the goal Realistic?

What is the Timeframe for this goal?

LIST STEPS NEEDED TO MAKE THIS GOAL HAPPEN:

WHO WILL GET THIS DONE?

City of Battle Lake Holiday Party



Boathouse Restaurant

Sunday, January 12, 2025

4:30 Social Hour



5:30 Dinner

Pasta Bar

Price is \$20 per person and that includes tax and gratuity.

There will be a cash bar available.

Each person will pay for their own meal that night.



So we have a count, please RSVP
to City Hall by

January 3, 2024

(spouses/significant others are
also invited)

E-mail: Val @

cityclerk@battlelakemn.org or

Karalee @

deputyclerk@battlelakemn.org or

call 218.864.0424

