

KANDIYOHI COUNTY AND CITY OF WILLMAR ECONOMIC DEVELOPMENT COMMISSION
DBA KANDIYOHI COUNTY ECONOMIC DEVELOPMENT (KCED)
JOINT OPERATIONS BOARD OF DIRECTORS (OB)
MINUTES

November 14, 2024

KCED Board Room, Willmar and Via Zoom Video Conference

Present: Art Benson, Veronica Garcia, Jesse Gislason, Les Heitke, Noah Hultgren and Mary Warszynski

Absent: Abdulcadir Gaal

Guests: Corky Berg, Joint Powers Board Liaison and Steve Gardner, Joint Powers Board Chair

Staff: Michelle Marotzke, Business Development Manager, Kelsey Olson, Marketing & Communications Specialist and Patrick O'Rourke, Executive Director

Media: Jennifer Kotila, West Central Tribune

Secretarial: Cathy Skindeliien, Legal & Administrative Assistants, Inc.

President Jesse Gislason called the meeting to order at approximately 11:03 a.m. and announced a quorum was present.

AGENDA—Added to the agenda under Reports was a discussion of the Willmar Airport and MinnWest Technology Campus.

IT WAS MOVED BY Les Heitke, SECONDED BY Mary Warszynski, to approve the revised Agenda. MOTION CARRIED.

CONSENT AGENDA—Added to the Consent Agenda under Approve as item 5 was the Adoption Agreement of Section 125 Premium Only Plan for health insurance through HealthEquity (see attached). The health insurance plan allows employees to have premiums deducted on a pretax basis.

IT WAS MOVED BY Mary Warszynski, SECONDED BY Veronica Garcia, to approve the revised Consent Agenda. MOTION CARRIED.

- Approve:**
1. Minutes of October 10, 2024;
 2. Financial reports as of October 31, 2024; and
 3. Paying Vinna Human Resources Invoice No. 631 for \$2,603.88
 4. Paying Prairie Woods Environmental Learning Center grant reimbursement in the amount of \$19, 226.15 from Kandiyohi County grant funds
 5. Signing the Adoption Agreement (2025) for the Section 125 Premium Only Plan for health insurance through HealthEquity.

Accept: Committee/Subcommittee Minutes

1. Agriculture and Renewable Energy Development 9/19/2024
2. Broadband and Advanced Technology 8/5, 9/9 and 10/7/2024
3. Business Retention and Expansion/Recruitment 10/23/2024
4. Finance 10/8/2024
5. Marketing and Public Relations 9/23/2024

MOTION CARRIED.

The agenda was taken out of order.

NEW BUSINESS—

Review of Revolving Loan Fund and Microenterprise Loan Policy Suggestion. Patrick O'Rourke presented a draft of a Revolving Loan Fund and Microenterprise Loan Policy (see attached). He described his background in portfolio lending, which made him diligent in handling paperwork and making sure assets are protected. In his review of KCED's outstanding loans he discovered items in need of follow-up, such as certificates of insurance, expirations of UCC filings, etc. A list of initial proposed items to monitor was shared with the Finance Committee earlier this week. All loans, including those being paid on time will be reviewed to ensure the proper paperwork is in place. O'Rourke is interested in expanding KCED's loan portfolio and would like to mitigate the risk of potential loss. KCED should be more proactive in working with loan customers prior to red flags. Banks always have first priority, and O'Rourke approached Scott Marquardt at Southwest Initiative Foundation (SWIF) about sharing positions on loans and was told SWIF typically doesn't share with government entities. Marquardt suggested an asset be identified to protect KCED. O'Rourke will work with the Finance Committee to structure a better program, making it feasible to explore the relending program offered by the United States Department of Agriculture, where there is up to \$1 million available at 1% interest to be loaned out at market rates. The board was reminded of the Non-Traditional Lenders Event that will be held on Monday November 18, 2024. KCED's partners for the event include Mid-Minnesota Development Commission, SWIF and the Small Business Development Center.

REPORTS—

Willmar Airport. O'Rourke reported initial conversations have been held with Kyle Box, City Operations Director, and Eric Rudningen, Willmar Airport Manager, regarding expansion of commercial flights at the Willmar Airport. Delta Skywest, has shown interest pending Part 139 Compliance, which requires fire rescue services be located at the airport. The Federal Aviation Administration (FAA) provides grants in that area in a process that takes two to three years. A plan submitted in 2018 to expand the runway from 5,500 to 6,500 feet is awaiting FAA approval, however, it is not required for Delta as a Boeing 737 is capable of landing on a 5,500 foot runway. Skywest jets have been converted from 70- to 50-passenger planes. Parking expansion is under consideration. The tarmac was recently expanded, which covers part of the requirements to enable commercial air service. Mark Haugejorde of Tepetonga is interested in parking corporate jets in a hangar. O'Rourke will also meet with the marketing director of Avelo Airlines, which

operates in secondary and tertiary markets. Christopher Corbett, Willmar City Planner, is reviewing Part 139 requirements.

Economic Development Activity. O'Rourke reported he met with Joanna Schrupp at MinnWest Technology Campus regarding a client who will visit Willmar in search of office space for a small business. The client has an investor who owns several other businesses. A father and son, Paul and Chris Flyct, who owned a brick plant on old Highway 12/County Road 5, donated a portion of the land to the railroad in exchange for covering the cost of a spur off the line, which is valued at \$1 million. They have 43 acres available for sale and West Central Steel is considering it. The property is equipped with sewer and electricity.

[Michelle Marotzke joined the meeting]

Marotzke spoke with Brian Miller of MB Rail, who reported the engineering is getting closer for the rail spur and the next step is final approval from Burlington Northern/Santa Fe. Part of the project includes an opportunity for a cold-storage facility which could benefit the entire region. Marotzke attended the Women's Economic Development Conference in Chicago, where she met with three site selectors who were a potential fit for Willmar's Rail Park or Industrial Park. A follow-up email was sent on Willmar's general economic information as well as maps of the area. KCED is working with the federal Economic Development Administration (EDA) on a grant for infrastructure development in Willmar's Industrial Park, with hopes of submitting it in time for EDA's December review. Marotzke encouraged the board to view the My Town series by Brookshire/Community Venture Network, with which KCED and MMDC share a membership. Willmar's episode was released on November 10, 2024 at 7:07 p.m on Facebook and YouTube.

Marketing Activities. Art Benson requested Kelsey Olson give a presentation on the KCED website to show everyone what has been done and how to access information. Window coverings were discussed. It was agreed it will be a nice addition to the front of the building.

Elevate Community Business Academy. The Elevate program is going strong, with 21 students in this cohort. This class is amazing and very engaged. Cathy Fagerstrom from Cathy Counts spoke at the last class and actually made bookkeeping fun. The students had tons of questions for her. Graduation will be held on December 13, 2024 at the MinnWest Technology Campus Auditorium, where the new Business Assistance Service program to assist Elevate graduates will be launched.

Child Care Program. Marotzke reported Praise and Play in Spicer is closing. The daycare center owned by Vinje Lutheran Church had 67 available slots with only 10 filled. Another party has shown interest in reopening the center and has been in contact with the church. Marotzke presented a fact sheet from the Office on the Economic Status of Women at the Minnesota Legislative Coordinating Commission. Minnesota is the fourth most expensive state for center-based infant childcare at \$20,165 per year; however, it is among the ten most affordable states for family child care. Unfortunately, in the last ten years Minnesota lost over 4,000 family child care businesses. Wages continue to be low for child care workers.

COMMITTEE REPORTS—

Agriculture and Renewable Energy Development. Noah Hultgren reported the committee hasn't met since September. O'Rourke reported Kim Larson and his cousin Larry Rice were recently in Ireland, where O'Rourke arranged a meeting for them with a poultry business that would be a great adjunct to Kandiyohi County.

Broadband and Advanced Technology. Martozke reported there will be no Broadband Committee meetings in December 2024 or January 2025. The committee is concerned about the Broadband Equity Access and Deployment (BEAD) funding with the new administration. Because the state of Minnesota was scheduled to receive \$65 million from BEAD, it did not allocate any funds to the Border-to-Border Broadband Development grant program. Mark Boeschen, chairman of the Broadband Committee will share information on completed and ongoing projects in Kandiyohi County to the Board of Commissioners at its next meeting. Approximately \$250,000 in unspent American Rescue Plan Act (ARPA) funds will be returned to the county with the expectation the county funds future broadband projects using alternate sources. Kandiyohi County received \$14 million in state grant awards and leveraged over \$15 million for broadband projects in the past four years.

Business Retention and Expansion/Recruitment. O'Rourke reported he attended the International Economic Development Conference (IEDC) in Denver, where he learned the number one topic of concern of economic developers is business retention and expansion.

Finance. O'Rourke reported the United States Department of Agriculture (USDA) re-lending program was discussed to help ensure funds are available for future loans. Currently there is \$66,000 available in the Microenterprise Loan program. The Joint Powers Board may approve using a CD to recapitalize the Revolving Loan Fund program, however, there are two opportunities pending that could exhaust all available funds. The deadlines to apply for the USDA program are December 31, 2024 and March 31, 2025. O'Rourke is working on an application for the December 31 deadline. Letters have been sent to current loan holders requesting updated financial information as per the agreements.

Leisure Travel. Benson reported the Willmar Lakes Area Convention and Visitors Bureau (CVB) held a board meeting to discuss where the CVB is at, what is happening and how to proceed. An ice breaker exercise was conducted where everyone created their own business and made it work. Meetings are held at various sites throughout the year, and the committee will meet at the KCED boardroom in December. O'Rourke attended the last meeting, which was held at the Kandiyohi County Historical Society. There is a calendar of events on the CVB website. O'Rourke participated in a business crawl, where four businesses were featured and participants became eligible for a drawing by getting an Escape to Adventure Passport stamped at each business. CVB is financially sound.

WHAT'S UP?

- Gislason reported Dahmes Stainless transferred one of its buildings to Crow River Construction and will expand across the street from where it is currently located. The

Amcon Block Plant will close and be replaced by a housing development. The four duplexes in Spicer should be ready for tenants by mid-winter. The condominium near Zorbaz is 80% occupied.

- Marotzke has registered for three courses with the IEDC to go through the Certified Economic Developer training. Following these three required courses Marotzke will choose two electives. This paired with over four years of economic development experience will allow Marotzke to take the exam for Economic Development certification. The instructor for the current course is with ExecutivePulse and Brianna Mumme from SWIF is also involved in the program. Steve Rambow hosted a pizza party in appreciation of the work done by the Highway 23 Coalition. KCED will host the coalition's monthly meetings. Marotzke is helping with the expansion north to the Foley/Mora area and south from Marshall to Pipestone and beyond. Marotzke reached out to the East Central Regional Development Commission, and will invite stakeholders to attend a meeting that will explain what has been done so far in terms of money spent and miles constructed. Plans are to turn the responsibility over to leaders in those areas while there is still congressional attention on the project.
- Hultgren reported that after four months of too much rain, farmers were blessed with an extremely dry fall. Overall the crops were very good and harvest was completed in a timely fashion. It was nice to do equipment cleanup while the weather was still nice.
- Steve Gardner attended the Southwest Minnesota Housing Partnership Annual Meeting in Montevideo. Newly elected State Representative for District 16A Scott Van Binsbergen was in attendance. District 16A includes four townships in Kandiyohi County. Initiatives include Cardinal Apartments, a potential project in Appleton, and exploring the possibility of pocket neighborhoods that have smaller homes and no garages for the purpose of increasing population density using the current infrastructure.
- Heitke expressed concern that with the presidential election and new administration there could be changes to federal funding. David Tertch, a federal lobbyist, says it comes down to the appointees of various government positions and what are their priorities. If Minnesota is hit with a lack of federal funding, the counties will be impacted. Everyone is scrambling to make sure they have reserves in place. Those elected are responsible for appointing 4,500 new employees.

[Kelsey Olson joined the meeting]

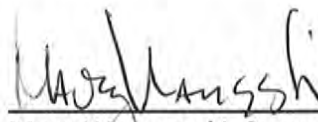
- Corky Berg commented that budgets are already set, with one last chance to be tweaked before the end of the year. It is hard to plan without knowing the details. There won't be any major commitments made in the next few weeks. A public hearing will be held on December 3, 2024, regarding a cannabis ordinance.
- O'Rourke reported he met both Steve Renquist and Aaron Backman for the first time yesterday. He has been taking the Willmar Lakes Area Chamber of Commerce's Leadership Perspectives course and will have his fourth meeting tomorrow. At last month's meeting he visited with diverse businesses in downtown Willmar. O'Rourke participates in ongoing

training via Zoom sponsored by the Department of Employment and Economic Development and the Economic Development Association of Minnesota, where he gathers information on building and manufacturing. He maintains an optimistic outlook regarding the election, as both parties should want to support economic growth. He would like to apply for the USDA re-lending program soon in case those funds evaporate. O'Rourke met with Dr. Craig Johnson from Ridgewater College and has been invited to serve on an advisory board. Hutchinson has a program called Tigerpath, which arranges internships for juniors and seniors to help women get into trade occupations. O'Rourke has been to city council meetings throughout the county and is trying to compile listings of available properties and sites in each community. Dennis Pap from Nexyst will visit KCED this afternoon.

- Warszynski reported business is doing well, with a lot of time spent providing workers for Headstart Hatch. There has been an unusual number of Spanish speaking applicants coming from Nicaragua, Guatemala and Cuba. She cautioned businesses to be careful when checking identification.
- Jennifer Kotila reported there is interest in the West Central Tribune building. One local company has toured it three times. She doesn't know if there will be a move or if employees will work from home.
- Olson encouraged everyone to explore KCED's website, explaining that it is organized by audience. Drop down menus list the services available. Each community in Kandiyohi County has a profile page. Social media will taper down from five to two posts per week while Olson is on leave. There will be a business highlight every other week. The winter newsletter will feature broadband progress in Kandiyohi County and contain a feature called Technology: Then and Now. Olson will return from leave in mid-March.

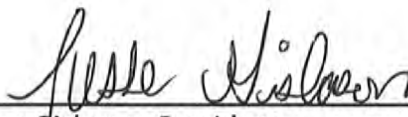
ADJOURNMENT—There being no other business, the meeting was adjourned at approximately 12:57 p.m.

NEXT MEETING—The next meeting is 11:00 a.m., Thursday, December 12, 2024 at the KCED Board Room and via Zoom video conference.



Mary Warszynski, Secretary

APPROVED: 12/12/2024



Jesse Gislason, President

RLF AND MICROENTERPRISE LOAN POLICIES

Original loan documents need to be photocopied and copy kept in credit binder.

Original documents kept in fireproof container or off-site bank safe deposit box.

Original documents should never be hole punched.

OK to keep copies hole punched in credit binder.

Need to set up tracking system to ensure that UCC-3 continuation agreement is properly filed with state prior to 5 year expiration date of original UCC-1 filing. Suggest we file after 59 months have expired on our UCC-1 original filing.

Certificate of insurance needs to be obtained and kept in loan file with KCED named as certificate holder and loss payee on business/fire insurance.

Certificate needs to include 30-day notice of cancellation.

Need to ensure that we have properly completed financial statements on personal guarantees prior to loan funding.

Need to request annually eleven months from date of loan funding to receive updated financial statements on business for all RLF and Microenterprise loans in our portfolio.

Loan agreement and security agreement along with recommendations of finance committee on loan approvals need to be thoroughly reviewed to ensure all documentation is in place prior to loan funding.

Patrick O'Rourke Executive Director report for KCED Joint Operations Board 11/14/2024

To New London EDA meeting – Met with EDA discussed new project market rate apartment development in soon to be annexed property.

To Chamber Connection Barn Theatre – Got tour of Barn Theatre and signed up for fundraising dinner and purchase of season tickets 2024-2025

Spoke with Kevin Friesen USDA discussed USDA relending program. He introduced me to Andrew Gag, USDA area director for further discussions and loan application details.

To Hwy. 23 GAPS Ribbon Cutting – Attended ribbon cutting for new Hwy 23 4-lanes project between New London & Hawick

Attended Prairie Woods donor appreciation event and update on childcare center

Had KCED Open House and Chamber Ribbon Cutting

To Raymond City Council – Attended meeting and got update on city's purchase of new equipment for golf course

Had initial contact with Ed Bastian, CEO of Delta Airlines and was referred to Delta contact for preparation of commercial air service at John L. Rice Field BDH

Spicer EDA attended Spicer EDA meeting got update on their program and EDA grant/loan fund details.

County Board Mtg. attended county board meeting and initial presentation on proposed cannabis business ordinances

Had initial conversations with Civic Serve regarding their comprehensive EDO software

Met Jim Ellison BRE Committee Chair and discussed BRE priorities

Attended Rotary luncheon

Radio Show with JP Cola – did live radio show with JP Cola discussed KCED work in progress

Attended MN DOT Open House, met local reps and viewed future 2025-2026 work on Hwy. 23 resurfacing and traffic detour to city of Raymond

Attended Whitefield Township Mtg. @ town hall Seva, MN

CMJTS Ridgewater met CMJTS regional and corporate leadership team

AmericaInn viewed location and met with RE appraiser in conjunction with Beth @ Willmar Lakes Area CVB

Attended Chamber's Willmar Lakes Area Leadership Perspectives event - day-long leadership development on diversity at Heritage Bank and toured 14 downtown Willmar diverse businesses.

Attended Irving Township mtg. New London update of roads/etc.

Had bi-weekly update meeting with Christopher and Chris City of Willmar Planning. Discussed EDA Federal grant with Leslie, Bolton & Menck, Christopher and Michelle. Michelle working on EDA grant for hometown fiber and new road in Willmar Industrial Park

Attended Start-up St. Cloud meeting and had breakfast with EDC director of Sherburne County. Met potential drone company principals with interest in locating in Kandiyohi County.

Attended Rotary @ Eagle Creek

Met with Dr. Craig Johnson Ridgewater president and Miles Seppert EDC director City of Hutchinson discussed possible HS intern "Women in Trades" occupations

Attended Ridgewater College as Advisory Board member discussed possible future housing development adjacent to Ridgewater and other initiatives/programs.

Attended Chamber connection and West Central Industries.

Viewing Willmar My Town streaming premier on You Tube

Meeting Roger I (Joint Powers Board member) to discuss county implementation of transient occupancy tax

Attending City of Blomkest City Council meeting

Delivering Rotary dictionary(s) to 3rd grade students at New London Spicer

Met with Laura at Home State Bank to discuss work-out details on defaulted loan VP Enterprises LLC (about \$14,800 owed to KCED). Reviewed file in detail and will be reviewing all RLF files (10) and (6) microloan files in conjunction with Cathy. Created updated RLF loan policies/procedure recommendations for review with finance committee

Meeting with Finance committee to make VP Enterprises suggestions/present review findings.

Attending Burbank Township meeting

Attending Pizza Party for MN23 GAPS at Steve Rambow's house

Meeting with Scott from SWIF re: discuss VP Enterprises and other mutual loan customers

Attending City of Pennock City Council Meeting



TO: Joint Operations Board

FROM: Michelle Marotzke, Business Development Manager

DATE: November 14, 2024 Board Meeting

New Location Update

- The October 14 Open House went well with 30 or so visitors. We have had a couple of things that needed attention (adding a network outlet on the west wall of the classroom, a downspout concern by the back door, and fixing a tv/disconnecting cable tv), but overall the space is great and staff has heard many compliments from visitors. The Elevate class really enjoys the space and it is perfect for the class size.

Economic Development Activity

- I attended the Women's Economic Development Conference, hosted by Area Development, in Chicago. It was a great opportunity to network with peers in economic development and connect with site selectors. I was able to share information about Willmar's industrial park, including a map with the rail park, to at least three site selectors.
- I facilitated a discussion between the City of Willmar leadership staff and our region's U.S. Economic Development Administration (EDA) representative to discuss a grant opportunity for infrastructure development in Willmar's Industrial Park. We are in the process of developing the application draft and hope to get the application considered in the December review round.
- I attended the Twin Cities Film Festival Screening to see the My Town series by Brookshire/CVN. The communities highlighted by Cory Hepola were Perham, Willmar, Farmington, and Chisholm. The Willmar episode's release is 11/10 at 7:07 p.m. on Facebook and YouTube.

Elevate

- As a reminder, Elevate CBA is part of Rising Tide Network and Southwest Initiative Foundation holds the license for the program. Any changes to the program need to be discussed with the partners. The program is supported through a 2-year, \$203,500 grant through DEED. I expect this grant will open in Spring 2025, so we will plan to develop that application to continue this excellent community business academy.
- I attended the Rising Tide Network Partner Meeting in Richmond, Virginia at the beginning of October. It was a great opportunity to network, brainstorm, and collaborate with other organizations. I was also able to connect a partner organization with their EDA rep, which will help them grow their program.
- The Business Assistance Services program is in the development phase. I plan to have a draft outlined before Thanksgiving and ready to announce by graduation on 12/13. Other activities in this space include:
 - The storytelling podcast episode recording schedule is:
 - 11/4 – Jessica Hanson with Willmar Hypnosis
 - 11/7 – Fernando Alvarado with FIAFOTO
 - 11/11 – Gloria Gardner
 - 11/21 – Jean Geselius will be hosting with Dawn Lippert and Rochelle Peterson with Main Stream Boutique
 - I hope to add 3-4 more and complete the educational series by the end of the year
 - The first group of students completed the StrengthsFinder assessment with K. Madsen Consulting. All left wanting more of this training.
- There are 21 Elevate students in the Fall 2024 cohort (I was off by one in my last report). The cohort has bonded really well and all students are very communicative if they are absent from class or have questions. I can't say enough good things about the work that Danny and Jeff do with the students. We will have speakers joining our remaining sessions and all of the cohort's students were invited to the Non-Traditional Lender meeting on 11/18, with several signing up. This will provide them an opportunity to network with the area's financial partners, the Small Business Development Center, Southwest Initiative Foundation, and Mid-Minnesota Development Commission.

- The next quarterly report for our Small Business Assistance Partnership grant from DEED was extended to be due on 11/15. There have been some challenges in reporting as DEED revised the reporting documents and I have had several questions about the spreadsheet calculations. Those questions have been resolved and the reporting and reimbursement request should be submitted by the 11/14 Joint Operations Board meeting.
- Graduation is scheduled for Friday, December 13th. It will again be held at the MinnWest Technology Campus Auditorium. After the students register, we will open it up to the general public. Thanks to Cathy and Kelsey for handling details like food, certificates, etc.

Child Care Program

- The quarterly report for our Child Care Economic Development grant from DEED was submitted on time (10/15).
- The Prairie Woods Environmental Learning Center project has been moving along well. The Westby Observatory has had significant updates to comply with child care regulations. They are working with Kandiyohi County Public Works to finalize the design of the road up to the Observatory.
- *No update. Generations in Atwater continues to move forward and is in the process of design for renovating the former DAC building into four specialized family child care units. They have not requested reimbursement yet, but I expect that to come quickly once their design is complete and they have completed the bidding process. The City of Atwater continues to be supportive of this project through an EDA loan and possible tax abatement.
- I have been working with community leaders regarding the pending closure of Praise and Play in Spicer. The center was licensed for 67 children but only had 10 when the decision to close was made. There is concern from employers and others about what the loss of this center means for child care options.
- The 2025 Child Care Economic Development grant proposal was submitted to DEED via email on 10/31. The grant request is for \$178,500 with projects totaling \$360,900. The projects include creating two specialized family child care units at Peace Lutheran Church in New London, working to re-open a child care center in Spicer that will be closing November 27th, and renewing the 2023 programs for transportation, professional development, mentorship, and farm-to-table nutrition. DEED expects to announce awards in December.

Ag and Renewable Energy

- The Ag Committee did not meet in October due to harvest season. Its next meeting is November 21st. We will discuss 2025 goals.

Broadband

- The Broadband Committee met on November 4th and decided to not meet in December and January. We will reconvene in February with monthly meetings. It was decided to recommend the return of ARPA funds that were designated for Broadband back to the County for general fund allocation.

Finance

- Patrick will be managing the Finance Committee's activities going forward. There is one loan in the pipeline (Simply Shrimp) and another potential loan. The loan to Aesthetics by Ash, LLC is expected to close on 11/19.
- The Non-Traditional Lender event is scheduled for 11/18 at the HHS community room.

Joint Operations Board Update

11.14.2024. Marketing and Communications Update

Marketing Updates

- Continue with website edits, including confirming live links on most mentions of the City of Willmar and Kandiyohi County, adding live links for each city's ESRI data graphics, and ensuring all meeting minutes are up to date and functioning correctly on the website.
- Support upcoming Elevate graduation needs, including the creation of graduation certificates
- Prepping January Newsletter (Technology and Broadband Update)

Social Media:

- Continue to schedule social media for leave
- Changing LinkedIn posts to meet more of the workforce support/business support theme

Other Projects:

- Collected and put together bid quote summary along with applicable mock-up designs for window decals for the front office

Outreach:

- Met with community businesses in NL for business highlights. Spoke with businesses in Pennock and Raymond but was not able to follow-up with visits. Please continue to share your business recommendations!
- Visited with both the Raymond and Atwater Historical Society's for newsletter
- Spoke with owner of Kandiyohi and Lakes Area Review papers for newsletter story
- Through the use of Mendoza Translations I spoke and met with the owner of Tentaciones in Willmar to do a business highlight

Communications/Internal:

- 10/26 Marketing meeting with Patrick O'Rourke, Michelle M. and Steve G. were also present. Patrick scheduled the meeting to be an hour long. Meeting follow-up notes and mapping out website operations and mentions for Patrick took 2.5 hours. Total time spent = 3.5 hours

-10/27 I emailed Patrick a recommendation for translation services to connect with a Spanish-speaking business owner who contacted us. After evaluating other options based on the response, price, owning an official translation business, and familiarity with contractors, I recommended Mendoza Interpretations, owned by Jennifer Mendoza. Patrick inquired more about pricing details for clarification and requested a formal bid. Total time spent = 2 hours