

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 4, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Reporter Jordan Gerard, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Sheriff Mark Inglett, Deputy Sheriff Brian Swedberg, Emergency Management Director Mark Olson, Assessor Lucas Onstad, Zoning Administrator Amelia Meiners and Deputy Steven Garrett

Presiding: Wagner, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Board Clerk Wagner requested nominations for Chairperson for the year 2022. There were two nominations. A motion was made by Commissioner Johnson to nominate Commissioner Myhre for Chairperson 2022. A motion was made by Commissioner Burns to nominate Commissioner Walter for Chairperson 2022. Commissioner Myhre became the 2022 Chairperson in a 3-2 vote. Commissioners Severson, Johnson, and Myhre voted for Commissioner Myhre to become Chairperson. Commissioners Burns and Walter voted no.

Chairperson Myhre asked for nominations for board Vice-Chairperson. Motion was made by Commissioner Johnson to nominate Commissioner Severson for Vice-Chairperson 2022. Motion passed 4-1 with Commissioner Severson abstaining.

Before approving the agenda Commissioner Johnson asked that Action Item No. 7 considering the draft Test and Mask Policy be moved from the action item list to discussion items. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from December 28, 2021.

Public Comment: No public comments were made.

## APPOINTMENTS

Auditor/Treasurer, Donna Trehus, opened the sealed bid from the Caledonia Argus and read the rate amounts line by line to Commissioners. Only one bid was received by the County by the deadline.

## CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Mark Tewes, Recycling Center Coordinator, from probationary to regular, effective 01/06/2022. (Kruger)
- 2) Change the employment status of Amy Sylling, Technical Clerk, from probationary to regular, effective 01/07/2022. (Kruger)
- 3) Approve SELCO – Houston County Contract for Library Service. (Trehus)

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-01 and designate the 2022 Official Newspaper. The Caledonia Argus was designated the Official Newspaper. See Resolution Below.

### RESOLUTION NO. 22-01

### **2022 OFFICIAL NEWSPAPER**

January 4, 2022

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

### **THE CALEDONIA ARGUS**

**OFFICIAL NEWSPAPER FOR 2022** Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**MISCELLANEOUS NOTICES** that are not required to be published in the Official Paper (per column inch). Legal Rate \$ **8.70** Display Rate \$ **8.70**

**FIRST PRINTING OF 2021 FINANCIAL STATEMENT** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF SAMPLE BALLOT INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF TAX FORFEITURE INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF DELINQUENT TAX LIST:** Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ **9.00**

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 22-02 to authorize ESB Banking Powers for 2022. Resolution is below.

**RESOLUTION NO. 22-02**

**ACCOUNT POWERS GRANTED  
ESB BANKING**

January 4, 2022

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Auditor/Treasurer Trehus the authority to open any deposit or share accounts in the name of Houston County and further authorizes Auditor/Treasurer Trehus, Finance Director, Carol Lapham, and Board Chairman TBD to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of two signatures with this Financial institution.

File No. 3 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-03 to grant account powers for Bank of the West in 2022.

**RESOLUTION NO. 22-03**

**ACCOUNT POWERS GRANTED  
BANK OF THE WEST**

January 4, 2022

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Auditor/Treasurer Trehus the authority to open any deposit or share accounts in the name of Houston County and further authorizes Auditor/Treasurer Trehus, Finance Director Carol Lapham,

and Board Chairman TBD to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

File No. 4 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-04 Minimum Salary for Elected Officials. See Resolution below.

**RESOLUTION NO. 22-04**

**MINIMUM SALARY FOR OFFICIALS ELECTED IN 2022**

January 4, 2022

WHEREAS, The Houston County Board of Commissioners must set a minimum salary for any newly elected officials on a yearly basis;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, the following minimum salaries exist for any officials elected in 2022:

<b>POSITION</b>	<b>SALARY</b>
County Attorney	\$5000
County Recorder	\$5000
County Auditor/Treasurer	\$5000
County Sheriff	\$5000
County Commissioner	\$5000

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-06, 2022 Annual Appropriations.

**RESOLUTION NO. 22-05**

**2022 ANNUAL APPROPRIATIONS**

January 4, 2022

WHEREAS, The Houston County Board of Commissioners approved the 2022 Annual Budget on December 21<sup>st</sup>, 2021;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2022 as appropriate from the County Revenue Fund:

<b>ORGANIZATION</b>	<b>2022 BUDGET</b>
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000

SELCO	\$185,977
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$952
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
SE MN EMS	\$5,000
<b>TOTAL</b>	<b>\$408,179</b>

File No. 6 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 22-06 declaring a state of emergency for conditions resulting from storms on December 15, 2021. Resolution is below.

#### Resolution No. 22-06

#### **Resolution Declaring a State of Emergency**

WHEREAS the severe storms, heavy winds, and tornado impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the severe storms, heavy winds, and tornado event has caused a significant amount of debris and power distribution system damage; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the December 15 event of 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the severe storms, heavy winds, and tornado event of December 15, 2021.

Adopted by the Houston County Board of Commissioners this 4th day of January, 2022.

File No. 7 – This action item was moved to discussion items.

File No. 8 – Prior to voting on the matter Commissioners discussed Cythia Cresswell-Hatleli's hourly wage. Human Resources Director Kruger said that Cresswell-Hatleli was

currently being paid out of class because she was training other employees. She had been training other employees for approximately a year, and the additional pay for training was intended to be temporary. Assessor Luke Onstad spoke in favor of Cresswell-Hatleli's current wage. He told the board that the staff in the office was almost entirely new and that the appraisers other than Cresswell-Hatleli had less than 3 years experience. Onstad also suggested that the Commissioners consider a new classification within the department that would better suit Cresswell-Hatleli's experience. The board told Onstad he should connect with HR and the personnel committee to further discuss his suggestion, but that they did need to vote on the matter before them at the meeting. Commissioner Johnson moved, Commissioner Severson seconded, motion carried 4-1 with Commissioner Burns voting no to revise Cythia Cresswell-Hatleli's hourly rate from \$36.50 downward to \$26.47/hour effective January 16, 2022.

File No. 9 – Commissioners reviewed the current Commissioner Committee Assignments and discussed possible changes for 2022. After agreeing on the changes to the list a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to update the current Commissioner Committee Assignments for 2022.

## DISCUSSION ITEMS

Commissioners had a lengthy discussion regarding a draft of the Test and Mask Policy Kruger and Public Health and Human Services Pugleasa had worked on based on the guidance that the Commissioners had given them the previous week. Due to new federal rules Minnesota's Occupational Safety and Health Administration (OSHA) would be enforcing new rules related to COVID-19. The new rule required that employers with over 100 employees have a plan in place to either mandate vaccinations for all employees (with exceptions for medical and religious reasons), or require employees to provide proof of full vaccination or get tested weekly and mask. Kruger and Pugleasa had drafted a plan for Commissioners based on the second option where employees would be required to either be fully vaccinated or test weekly and wear masks. They told Commissioners that the matter was scheduled to be looked at by the Supreme Court on January 7, 2022. In the meantime Kruger and Pugleasa were working to make "good faith efforts" to have a plan in place to meet OSHA's deadline to meet compliance by January 10, 2022. Kruger and Pugleasa said it was their recommendation that wearing a face covering should be enforced for all employees regardless of vaccine status. One of the reasons for this was to better protect privacy for employees regarding vaccine status. Having all County employees mask rather than just the unvaccinated would also help County staff from having to "police" who was and was not wearing masks. Commissioners discussed using American Rescue Plan Act (ARPA) dollars to pay for the costs of masks and testing for employees. Commissioner Johnson asked Pugleasa if testing County employees was something Public Health could assist with. Pugleasa expressed concerns saying they currently did not have the capacity to take on this new task. Commissioner Burns asked Pugleasa to please check with local pharmacies and providers to see if they could possibly work something out with the County to provide testing to County employees on a weekly basis. Pugleasa said he would look into the matter. Commissioners discussed the new requirements and various options, but no official action was taken. The matter would be reviewed again at the next meeting.

Commissioners updated the Board on recent meetings and events. Commissioner Burns said the Finance Committee had another meeting scheduled with Bank of the West to clarify some things from the presentation Bank of the West had given to the full Board in December of 2021. Commissioner Johnson said he was part of the Hiring Committee for the new Extension Educator for Houston and Fillmore County.

There being no further business at 10:05 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 11, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Robert Burns, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 3, 2022**

**Date Submitted: January 3, 2022**

**By: Robert Thoen**

The Brownsville VFW has again donated \$100.00 to the Veteran Services Office to use for any veteran's needs. The County Board must accept this by motion.

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> <b>HR Director</b>	<input type="checkbox"/>	<b>County Sheriff</b>	<input type="text"/>
	<input checked="" type="checkbox"/> <b>Finance Director</b>	<input type="checkbox"/>	<b>County Engineer</b>	<input type="text"/>
	<input type="checkbox"/> <b>IS Director</b>	<input type="checkbox"/>	<b>PHHS</b>	<input type="text"/>
	<input type="checkbox"/> <b>County Attorney</b>	<input checked="" type="checkbox"/>	<b>Other (indicate dept)</b>	<b>VSO</b>
	<input type="checkbox"/> <b>Environmental Svcs</b>			
<b><u>Recommendation:</u></b>				
<b><u>Decision:</u></b>				



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 11, 2022**

**Date Submitted: 1/5/2022**

**By: Mark Olson, Emergency Management Director**

**ACTION REQUEST:**

- **Pass a resolution indicating Houston County will participate in the Hazard Mitigation Assistance Grant program and authorize Emergency Management Director Mark Olson to execute and sign such agreements and amendments on behalf of Houston County.**

**CONSENT AGENDA REQUEST:**

NONE

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/> County Sheriff	_____
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	_____
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	_____
	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Other (indicate dept)	_____
	<input type="checkbox"/> Environmental Svcs		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

**RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS  
AND EXECUTION OF AGREEMENT**

**Resolution # 22-07**

**WHEREAS**, the County of Houston is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

**WHEREAS**, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

**WHEREAS**, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

**WHEREAS**, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

**WHEREAS**, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

**WHEREAS**, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

**WHEREAS**, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

**NOW THEREFORE**, Be it resolved that Houston County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota

Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the

Houston County Hazard Mitigation plan. Mark Olson, Houston County Emergency Management Director is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Houston County.

I certify that the above resolution was adopted by the Houston County Board of Commissioners on January 11, 2022.

SIGNED:

WITNESSETH:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 11, 2022**

**Date Submitted: January 6, 2022**

**By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION REQUEST**

- **Consider adopting the *Test and Mask Policy* (to be attached)**

**APPOINTMENT REQUEST**

**None**

**HR CONSENT AGENDA REQUEST**

**Sheriff's Office**

- **Change the job classification of Travis Lapham from Sheriff's Deputy C41 to Patrol Sgt. C42, effective 01/17/2022**

**Environmental Services**

- **Change the job classification of Amelia Meiners to Zoning Officer, Exempt, C42 Step 2, effective retroactive 12/20/2021 (Pursuant to Board action 04/27/2021)**

<b><u>Reviewed by:</u></b>	<input checked="" type="checkbox"/>	HR Director	<input checked="" type="checkbox"/>	Sheriff	_____
	<input checked="" type="checkbox"/>	Finance Director	_____	Engineer	_____
	_____	IS Director	<input checked="" type="checkbox"/>	PHHS	_____
	_____	County Attorney	<input checked="" type="checkbox"/>	(indicate other dept)	_____
	<input checked="" type="checkbox"/>	Environmental Svcs			
<b><u>Recommendation:</u></b>					
<b><u>Decision:</u></b>					



# 2021 ANNUAL REPORT

## HOUSTON COUNTY ECONOMIC DEVELOPMENT AUTHORITY

### Introduction

The Houston County EDA began 2021 by continuing to help businesses work through unprecedented challenges caused by the COVID-19 pandemic. A total of \$367,594.71 in grant funds was awarded to 107 eligible businesses in 2021 (an additional \$1,187,166.36 in grant funds was awarded to 245 eligible businesses in 2020 for pandemic relief.) Despite the pandemic, Houston County businesses have proved to be resilient, innovative, and adaptive. In addition to providing COVID-19-related funding assistance, the Houston County EDA continued work on new and existing projects. These projects included: securing funding for Houston County's first and only co-working space, helping farmers, working on addressing childcare needs, and the continued expansion of the Bluff Country Collaborative program, which has grown into a strong partnership with area schools including all Houston County School Districts, many area businesses, and several organizational partners. These accomplishments, in addition to the day-to-day work of connecting with businesses and providing assistance to entrepreneurs, have set Houston County up to become a recognized leader in rural development. Thank you for your support and participation in 2021!

### 2021 Highlights

#### **COVID-19 Business Relief**

##### Administered Houston County State Business Relief Grant

- In early 2021 Houston County received \$367,594.71 from the State of Minnesota to be used for a business relief grant (and grant administration) for County businesses impacted by an executive order related to the COVID-19 pandemic. **A total of \$367,594.71 in grant funds was awarded to 107 eligible businesses.** All grant funds were used. (It is worth noting that back in 2020 the Commissioners allocated a large portion of their CARES Act dollars to be used on a grant program for businesses. **245 eligible applicants were awarded grant funds for a total of \$1,187,166.36 in grant funds.** All eligible businesses who applied received grant funds, and all grant dollars were used. **A total of \$1,554,761.07 in pandemic relief was administered by the Houston County EDA to Houston County businesses.**)
- Eligible Houston County businesses for pandemic relief grants included registered or licensed state businesses in good standing, non-profits with a physical brick and



mortar building, sole proprietors who provided a schedule C tax return, and farmers who provided a schedule F tax return.

## Business Development

### Administered two EDA loans totaling \$105,000 to Houston County Businesses

- Administered a \$30,000 loan to Kristen A. Collins and Vicki L. Olson for Timeless Creations, LLC in Houston
  - Total project cost: \$175,000
  - Funds used to purchase building for retail business
  - The project retained one business and added an additional business in the City of Houston
  - The project retained two full time jobs with the prospect of growing and hiring additional staff in the future
- Administered a \$75,000 loan to AcenTek for matching funding for a broadband expansion grant
  - Total project cost: estimated \$10,146,038
  - Funds used as matching funding for a Border-to-Border grant from the Department of Employment and Economic Development
  - The project brought fiber to approximately 800 locations in Houston County including businesses, residences, and farms
- Provided professional business coaching to Houston County business
- Worked on a First Children's Finance Grant that if awarded in 2022 will provide professional services for addressing childcare needs in Houston County



## Revolving Loan Fund Summary (as of Dec. 31, 2021):

Total Number of Active Loans:	13
Year End 2021 Cash on Hand Available to Lend:	\$546,744.13
Year End 2020 Cash on Hand Available to Lend:	\$457,771.06
Outstanding Principal 2021:	\$257,265.87
Outstanding Principal 2020:	\$271,156.39

## Loan Investments in 2021

Total Loan Investments:	\$105,000
Total Dollars Leveraged:	\$6,710,741

## Bluff Country Collaborative

- Continued work on the Bluff County Collaborative (BCC), a partnership among Houston County EDA, Fillmore County EDA, area schools including all Houston County School Districts, over 100 businesses, Workforce Development Inc., Perkins Consortium, and SE Service Cooperative. This partnership aims to create work-based learning opportunities for local students. The effort looks to place students with

local business experiential learning activities, creating valuable job experience, exposing them to career opportunities, and developing workforce pipelines for participating businesses.

- Held a Career and Technical Education (CTE) Career Fair in Caledonia. 600 students and nearly 30 businesses attended the event!
- Started an ambassador/mentorship program for students. The goal of the program is to increase participation in Career and Technical Education (CTE) programs by giving students an opportunity to see themselves in a CTE profession by connecting with a mentor – especially students from historically marginalized groups.
- With the help of BCC career navigator, MaryAnne Smith, set up student internships, had business speakers in classrooms, and conducted student interviews.
- Over 60 students from Houston and Fillmore County participated in BCC job shadows in 2021.
- Continued helping businesses participate in FutureForward, a free online tool for employers to connect with local educators and students.



## Keep Company Co-Working Space

- Secured grant funding from Southern Minnesota Initiative Foundation (SMIF) for project Keep Company Co-Working Space, Houston County's only co-working space, a shared space with professional resources for local businesses. Oftentimes it can be hard for start-ups and small business owners to afford working space and justify expenses on technical support. Additionally, many small businesses have a limited need for full-time offices but would instead benefit from a common space in which to meet existing and prospective clients.
- This project was a partnership between Houston County EDA, The City of La Crescent, and La Crescent Chamber. It was supported by all Houston County Chambers and businesses in each of Houston County's Communities. Matching funds were received for the project from Merchant's Bank, Home Federal Bank, ESB Bank, Community and Economic Development Associates (CEDA), and AcenTek.
- The project began when the La Crescent Chamber had an opportunity to expand its current space and offered to create a co-working space for entrepreneurs on weekdays during their regularly scheduled hours in part of their Chamber space.
- The project aims to add value to the space by offering technical support to businesses within the space specifically in the areas of advertising, technology needs, legal support, and web design.
- The new space will be officially opening in 2022!

## Farming Initiative

- Continued work on a Houston County farming initiative to help farmers try new things both on and off the farm. The EDA's goal is to get to know farmers, develop plans based on their individual interests and needs, and help them adapt so that they can be successful.
- Continued partnership with Workforce Development Inc. and U of M Extension.
- Updated agriculture page on EDA website with resources for farmers:  
<https://houstoncountymn.com/agriculture/>.

## 2022 GOALS

- Strengthen partnerships with Houston County schools, and continue Bluff Country Collaborative initiative
- Continue to work with farmers on farming initiative
- Keep growing public awareness of the Houston County EDA
  - Convene with municipal EDAs
- Implement strategic marketing practices for Houston County and its communities
  - Continue to grow social media presence
  - Maintain distribution of brochures
  - Provide support to local businesses and entrepreneurs
  - Carry out business retention visits and tours
  - Continue to offer business coaching through the Small Business Development Center
  - Host free technical assistance trainings and business workshops