

October 23, 2019  
Cottonwood County Board of Commissioners  
Special Meeting  
Minutes

The Cottonwood County Board of Commissioners met in special session on Wednesday, October 23, 2019 at 8:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Donna Gravley, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Dona Purrington, and Vicki Beckendorf.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. The purpose of the meeting was for consideration of approval of the revised Deputy Auditor/Treasurer job description and placing of all existing employees under that job description as well as permission to post internally and begin advertising externally for the upcoming vacant position within the office.

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Motion by Gravley, second by Stevens, unanimous vote to accept the revised Deputy Auditor/Treasurer job description as presented.

Motion by Stevens, second by Anderson, unanimous vote to post internally and advertise externally for the upcoming vacant Deputy Auditor/Treasurer position.

Motion by Holmen, second by Anderson, unanimous vote that the four current employees in the Auditor/Treasurer's office will be Deputy Auditor/Treasurers and remain at their current wages.

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There being no further business, the meeting was adjourned at 8:30 a.m.

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Donna Torkelson, Auditor/Treasurer

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Norman Holmen, Board Chair

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Kelly Thongvivong, County Coordinator