

July 28, 2020
Cottonwood County Board of Commissioners
Special Meeting
Minutes

The Cottonwood County Board of Commissioners met in special session on Tuesday, July 28, 2020 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person or via teleconference for all or portions of the meeting were: Commissioners Kevin Stevens, Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Paul Johnson, Gale Bondhus, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. The purpose of this special meeting was to discuss further information that may be available to the board regarding the COVID-19 pandemic and the CARES Act.

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Paul Johnson, Emergency Management Director, stated that Executive Order 20-81 was passed which states that masks should be worn in all public buildings. Johnson updated the COVID Preparedness Plan and asked for it to be approved. Motion by Gravley, second by Holmen, unanimous roll call vote to adopt the amended COVID Preparedness Plan.

Johnson also informed the board that Cottonwood County will be receiving 6,000 masks from the state and they are to be distributed to county businesses but Johnson stated he does not know a timeline. Johnson stated that the masks are to be delivered to the Windom Area Chamber of Commerce and he will work with the Chamber in distributing within the county.

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Chairman Stevens led discussion on the CARES Act funds. Commissioner Appel gave a short update on a NACO webinar he participated in and stated there are a few more webinars in the coming days that should help to clarify questions the board has. The applications for both business and non-profit were discussed with a revision made to the non-profit application. The applications and grant agreement should be brought to the August 4 board meeting for approval.

Donna Torkelson, Auditor/Treasurer, informed the board that she has received a listing of all the businesses in Cottonwood County from the Secretary of State. Torkelson stated there are approximately 700 businesses in the county. Commissioner Stevens then led discussion on how to notify the businesses and non-profits of the application process. Motion by Anderson, second by Appel, unanimous roll call vote to advertise regarding the CARES Act Grant in all publications in the county and KDOM. Further discussion was had regarding drafting a flyer that can also be handed out. The Auditor/Treasurer's office will draft a flyer and will be brought to the August 4 meeting for approval.

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Commissioner Appel asked about the budget process. Consensus of the board is to schedule possible work sessions for August 11, August 18, and August 25 for budget discussions.

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There being no further business, the meeting was adjourned at 10:17 a.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator