

November 24, 2020
Cottonwood County Board of Commissioners
Special Meeting
Minutes

The Cottonwood County Board of Commissioners met in special session on Tuesday, November 24, 2020 at 9:00 a.m. at the Cottonwood County Law Enforcement Center 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, Glenn Johnson, Nick Klisch, Paul Johnson, Kathy Kretsch, and Joel Alvstad.

Chairman Stevens called the meeting to order. The purpose of this special meeting was to discuss the Full-Time Deputy Auditor/Treasurer position and CARES Funds and Expenses. Motion by Holmen, second by Anderson, to approve the November 24, 2020, agenda as amended.

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Motion by Gravley, second by Anderson, unanimous roll call vote to promote Carly Pohlman to the Deputy Auditor/Treasurer position effective November 23, 2020, and move to Range 10, Step A (\$18.54) on the 2020 Matrix, and to advertise for a full-time Deputy Auditor/Treasurer.

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Chairman Stevens led discussion regarding the possibility of closing the Courthouse due to the rising cases of COVID-19 in the area. After much discussion, consensus of the Board is that closing would be a last resort option. The County Coordinator was instructed to contact Department Heads and have them draft a split-shift plan for their departments as an alternative. If a department decides to implement their split-shift plan, the Department Head should contact the County Coordinator, who will in turn notify the Commissioners.

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Chairman Stevens led discussion regarding the CARES funds and expenditures. After much discussion, motion by Gravley, second by Holmen, unanimous roll call vote (Commissioner Appel abstained from voting on #4 of the non-profit listing) to pay out additional grant monies to non-profits using the same formula that was used for businesses.

Motion by Holmen, second by Appel, unanimous roll call vote to pay out a total of \$223,922.00 to the eight school districts in Cottonwood County.

Motion by Gravley, second by Holmen, unanimous roll call vote (Commissioner Appel abstained) to pay out \$175,000 in CARES Funds to the Cottonwood County DAC.

Motion by Appel, second by Gravley, unanimous roll call vote to pay out \$5,000 in CARES grant monies to the Windom Area Chamber of Commerce upon receiving signed Federal CARES Act Grant Agreement.. The Windom Area Chamber of Commerce application was overlooked in the initial process.

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Chairman Stevens gave an update on the commercial tax forfeiture property in Jeffers.

Commissioner Appel informed the board of an EAW request (Environmental Awareness Worksheet) that will be brought to the December 1 meeting.

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There being no further business, the meeting was adjourned at 10:53 a.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator