

ELLSBURG TOWNSHIP
P. O. BOX 308
1767 MELRUDE ROAD
MELRUDE, MN 55766

ELLSBURG TOWNSHIP MEETING

August 30, 2022

The meeting was called to order at 6:00 PM in the Ellsburg Town hall, followed by the Pledge of Allegiance.

Board members present were Chairperson Beth Caple, Vice Chair Kevin Davidson, Supervisor John Upton, Treasurer Elaine Wick and Clerk Cindy Brown.

Guests present were: Dale Wick, Scott Streitz, Tim Linder and Heidi Yokel.

Clerks' minutes for June 2022 were read.

Treasurer Report for July 2022

For the Period: 7/1/2022 To 7/31/2022				
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Fund	\$82,178.09	\$38,106.41	\$6,021.90	\$114,262.60
Road and Bridge	\$28,017.43	\$15,054.20	\$4,202.50	\$38,869.13
Fire	\$0.00	\$24,768.09	\$24,768.09	\$0.00
Cemetery	\$5,386.05	\$2,050.00	\$446.66	\$5,989.39
ARPA	\$11,110.79	\$11,911.76	\$11,950.00	\$11,072.55
General Capital Projects	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Total	\$141,692.36	\$91,890.46	\$47,389.15	\$186,193.67

Claims for August 2022

CLAIMS SUBMITTED FOR PAYMENT - AUGUST 2022			
Invoice	Description	Check #	Amount
APG Media	State primary notice	8379	\$80.55
A-1 Service	Porta potty	8380	\$98.00
Arvig	Telephone and internet	8381	\$103.23
EVFD	Donation for Neighborhood Night Out	8382	\$250.00
Jakes Companies	Mowing roads	8383	\$1,200.00
MAT	Annual Conference - Clerk and Treasurer	8384	\$380.00
TAG Handyman Services	Mowing roads	8385	\$1,040.00
Cindy Davidson	Mileage	8386	\$22.50
Rita Giernett	Mileage	8387	\$47.50
Scott Streitz	Mileage	8388	\$22.50
Steph Upton	Mileage	8389	\$22.50
Cindy Brown	Mileage and supplies	8390	\$448.08
Kevin Davidson	Mileage	8391	\$59.38
John Upton	Mileage	8392	\$93.13
PERA	Retirement	8393	\$190.52
		TOTAL	\$4,057.89
PAYROLL SUBMITTED FOR AUGUST			\$2,711.50

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CONSENT AGENDA

- July Meeting Minutes
- Treasurer Report
- Bills for payment
- Payroll

Chairperson Beth Caple made a motion to approve consent agenda items, Supervisor John Upton second, motion approved.

CORRESPONDENCE: No action required

RESIDENTS AND GUESTS:

- Heidi Yokel gave a fire department report. National Night Out was a success. She informed the building supervisor that a window is leaking in the Bass Lake Fire Hall. They had one medical call and conducted AED and Auto-Pulse training.

OLD BUSINESS

- **Road and Bridge:**
 - Vice Chair Kevin Davidson stated that Blackburn and Waterhen Roads have some washout after the recent rains which will be fixed, ditching will begin on the Mink Rd on September 12 and a resident isn't happy with the grading on Nelson Rd and he will address the concerns. He also stated that he has been talking to the county about the section of Blackburn Drive that we received the petition for to turn into a Minimum Maintenance Rd, he is expecting a call tomorrow to determine exactly what that portion of the road is considered. He will research the difference between cartways, public right of ways and rights to access each and provide at next meeting. A discussion was held on next steps and we believe this will have to go to voters at the March 2023 Annual Meeting. We will keep residents informed as we gather information.
- **Buildings:**
 - Melrude Fire Hall – New building
 - We received the building permit.
 - Second bid received from Economy Garage and other contractors for insulation and electrical. John would have to serve as project manager as it is not a turnkey bid like the Red Fox bid.
 - Supervisor John Upton made a motion to go with Economy Garage bid as we will save the community money by going this route but it will pose more work for him, Chairperson Beth Caple second, motion approved.
 - Supervisor John Upton made a motion to send a 50% down payment to Economy Garage and the insulation contractor, Chairperson Beth Caple second, motion approved.
 - Chairperson Beth Caple made a motion to approve Supervisor John Upton as Project Manager for this build and approve him making decisions as needed during the month to keep the project moving as long as he does not exceed the levy

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amount approved by residents, Vice Chair Kevin Davidson second, motion approved.

- In order to apply for IRRRB grants two resolutions were required: 2022-8 Resolution approving the new building and 2022-9 Resolution approving Supervisor John Upton to apply for grants and for the township to accept grant money.
- **Cemetery:**
 - The meeting minutes from the August 10th Special Town Board Meeting held at the cemetery were read, Supervisor John Upton made a motion to approve the minutes, Vice Chair Kevin Davidson second, motion approved.
 - Supervisor John Upton made a motion to approve the updated Cemetery Policies which include updated pricing, Vice Chair Kevin Davidson second, motion approved. The policy will be posted on the website.
 - Chairperson Beth Caple made a motion to approve the updated cemetery booklet, Supervisor John Upton second, motion approved.
Supervisor Kevin Davidson will request a certificate of insurance from ZJ Dirt Work who will take care of interment needs going forward.
Resident Tim Linder suggested using Eagle Scouts for the beautification projects at the cemetery, Chairperson Beth Caple will pursue.
- **Website:** Nothing new to report.

NEW BUSINESS

- Cemetery/Website Supervisor Role – The clerk suggested we take off the website title from this role as the supervisors don't have any participation in the website. We assume this was added when the township was first developing a website but it is no longer valid. All three supervisors agreed that next year when roles are assigned that role will be changed to Cemetery/Noxious Weed Supervisor.
- Clerk requested a key lock box on the outside of the town hall for convenience of renting out the hall, contractor needs during the year for maintenance, etc., the code will be changed after every use for security purposes. Chairperson Beth Caple made a motion to approve the lockbox, Vice Chair Kevin Davidson second, motion approved.
- St Louis County sent additional information about the variance request for Jeremy Doesken on Blackburn Drive. After reviewing the information Supervisor John Upton made a motion for a resolution stating the township has no opinion on, or objection to, the variance request. The county required this resolution prior to the hearing on September 8th variance hearing.
- Clerk requested approval to upgrade our current internet equipment which will increase our monthly internet bill. Chairperson Beth Caple made a motion to approve, Supervisor John Upton second, motion approved.
- Clerk Cindy Brown shared that prior to calling the county to get advice and assistance on an area of blight we received a letter from the county stating they don't have a blight ordinance and they asked for feedback from all St Louis County cities and townships on their blight ordinances, policies and procedures, as well as a contact information from each so they can direct concerns

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back to cities and townships. Supervisors will give some thought about how Ellsburg should handle blight concerns and will hold a discussion at the next board meeting.

As there was no further business, Chairperson Beth Caple made a motion to adjourn, Vice Chair Kevin Davidson second, motion approved. The meeting was adjourned at 7:15 P.M.

Cindy Brown, Clerk

Beth Caple, Chairman

Date