

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

ELLSBURG TOWNSHIP MEETING

November 29, 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, Lee Voigt, Jeff Johnson, Donna Cline, Bill McKechnie, Scott Streitz and Arrlette Krog.

Clerks' minutes for October 2022 were read.

Treasurer Report for October 2022

For the Period :		10/3/2022 To 10/31/2022		
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$75,362.15	\$4,911.68	\$6,609.07	\$73,664.76
Road and Bridge	\$25,669.13	\$0.00	\$6,709.75	\$18,959.38
Fire	\$0.00	\$0.00	\$0.00	\$0.00
Cemetery	\$6,642.73	\$0.00	\$0.00	\$6,642.73
ARPA	\$11,072.55	\$0.00	\$0.00	\$11,072.55
General Capital Projects	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Total	\$133,746.56	\$4,911.68	\$13,318.82	\$125,339.42

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Claims for November 2022

CLAIMS SUBMITTED FOR PAYMENT - NOVEMBER 2022			
Invoice	Description	Check #	Amount
APG Media	Notice of Public Accuracy Test	8452	\$16.75
EVFD	10/22 Tax Apportionment	8453	\$22,500.00
Handt-Fride	Cartway question	8454	\$100.00
Lake Country Power	Electricity	8455	\$221.69
MATIT	Work Comp	8456	\$365.00
Northern Lights Surveying	Depost to survey cemetery	8457	\$5,216.00
Jakes Companies	Grading	8458	\$1,500.00
Cindy Davidson	Mileage	8459	\$13.75
Rita Giernett	Mileage	8460	\$13.75
Scott Streitz	Mileage	8461	\$13.75
Steph Upton	Mileage	8462	\$13.75
Cindy Brown	Mileage, supplies and training	8463	\$950.56
Elaine Wick	Mileage and training	8464	\$92.50
Tag Handyman Svcs	Snow removal	8465	\$610.32
Kevin Davidson	Mileage	8466	\$21.88
PERA	Retirement	8467	\$200.92
Arvig	Telephone and Internet	ER003	\$153.89
		TOTAL	\$32,004.51
PAYROLL SUBMITTED FOR NOVEMBER			\$2,841.37

CONSENT AGENDA

- October 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:

- Arrlette Krog stated she had met with a VFW representative who wanted a map of the cemetery to help us designate where veterans are located in the cemetery. The clerk let her know that the same person had stopped in the town hall and she had accepted some information from him and got his phone number to call if she needed assistance. The clerk will bring up at a board meeting after the completion of the survey.
- Bill McKechnie gave a fire department report as the fire department president is ill. They had one medical call. The fire department officers will be meeting to distribute the presidents' duties.

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OLD BUSINESS

- **Road and Bridge:**
 - Vice Chair Kevin Davidson stated there is a poplar tree that is down n the corner of Mink and Blackburn roads. He will determine if close to power lines, if it is he will contact Lake Country Power to take the tree down. If not, him and Supervisor John Upton will remove it.
 - Supervisor John Upton gave a brief summary of the Special Board Meeting for the Blackburn Road petition. He read the attendees an email exchange between him and the Minnesota Association of Townships attorney Graham Berg-Moberg with general information on minimum maintenance roads. Some questions from both supervisors and residents were: What width does the road need to be? Where would funds come from if approved? Do we need to survey if approved? Is the culvert strong enough to withstand heavy equipment? These are all questions that need to be researched before a decision is made at the December 20 board meeting. Vice Chair Kevin Davidson will get Jakes out to the site to give a very rough estimate on what the project will cost, supervisors are aware that this estimate won't be accurate as the ground is covered by snow but at least will give them an idea of cost.
- **Buildings:**
 - Melrude Fire Hall – New building (nothing new until project starts in spring)
- **Cemetery:**
 - Nothing new to report

NEW BUSINESS

- 2022/2023 Snowplowing Contract – The only bid received was from TAG Handyman Services. Vice Chair Kevin Davidson made a motion to award TAG Handyman Services the contract, Supervisor John Upton second, motion approved.
- Clerk requested approval to hire TAG Handyman Services for several minor projects at the town hall. Chairperson Beth Caple made a motion to approve the request, Supervisor John Upton second, motion approved.
- Clerk Cindy Brown requested approval to purchase a cordless vacuum for the town hall. Chairperson Beth Caple made a motion to approve the request, Vice Chair Kevin Davidson second, motion approved.
- Clerk Cindy Brown informed the supervisors that there was only one bid on the town hall range. The winner of the bid was Alec Nelson. The clerk will purchase a replacement after the old stove has been removed in mid-December.
- Clerk Cindy Brown informed the supervisors that she received a bid to improve our website but felt it was very high so she will reach out to one more contact and if the cost is still too high she will reach out to Stan Johnston to get instruction on updating current website to get that process in-house.

As there was no further business, Chairperson Beth Caple made a motion to adjourn, Supervisor John Upton second, motion approved. The meeting was adjourned at 6:59 P.M.

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Cindy Brown, Clerk

Beth Caple, Chairman

Date