

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

ELLSBURG TOWNSHIP MEETING

July 30, 2019

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 Chairman Beth Caple, Vice Chairman Arrlette Krog, Supervisor Brandon Cavanaugh, Treasurer Elaine Wick, Deputy Treasurer Aubreanna McKeever, and Clerk McKenzie Clinton. Guests present were Heidi Yokel, Dale Wick, Rick McRae, Bob Larson, Cheryl Larson, Ray Privett and Lee Voigt. Clerks minutes were read, Supervisor Arrlette Krog made a motion to approve minutes, Chairman Beth Caple second, motion approved.

Treasurer's Report For June, 2019

	Totals	General	Road & Bridge	Fire	Cemetery
Beginning Balance June 1, 2019	76,531.73	42,254.37	27,332.02	0.00	6,945.34
Receipts	2,798.46	230.34	0.00	2,268.09	300.00
Disbursements	11,716.74	3,511.74	8,205.00	0.00	0.00
Ending Balance June 30, 2019	67,613.42	38,972.97	19,127.02	2,268.09	7,245.34

Supervisor Brandon Cavanaugh made a motion to approve the Treasurer's report, Chairman Beth Caple second motion approved.

Bills submitted for payment:

Vendor	Description	Check #	Amount
US Treasury	Penalty and interest charge	7605	\$12.40
US Treasury	2nd quarterly Federal tax	7606	\$246.89
Arvig	Telephone and Internet	7607	\$140.65
Mark Carlson	Tree Removal -Cemetery and BL Fire Hall	7608	\$1,150.00
EVFD	Fire Contract - 2nd half Comstock lake Road	7609	\$2,268.00
EVFD	Fire Contract -1st half	7610	\$24,000.00
G-men	Waste management Tax	7611	\$96.52
Lake Country Power	Electricity	7612	\$82.43
Norland Sanitary	Refuse Collection	7613	\$17.55
Rodda Grading and Excavating	Invoice 1298	7614	\$1,035.00
Caple, Elizabeth	Mileage and Flag	7615	\$71.85
Krog, Arrlette	Mileage, postage and parking	7616	\$6208
Wick, Elaine	Mileage	7617	\$53.36
Clinton, McKenzie	Mileage	7618	\$17.40
Cavanaugh, Brandon	Mileage	7619	\$60.90
McRae Land Improvements	Work orders 3062,3060, 3061	7620	\$7,240.00
PERA	Retirement	7621	\$145.86
Total			\$36,700.89

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Employee Wages were also paid totaling \$1,576.73. Supervisor Arrlette Krog made a motion to accept the bills for payment, Supervisor Brandon Cavanaugh second, motion approved.

Correspondence: Chairman Beth Caple read an email the township received from Darrell Miller regarding work that was done on Blackburn Drive. This was discussed later in the meeting.

Road and Bridge: It was reported that the roads had been graded and were in decent condition.

Cemetery: When looking through the financial records for the cemetery, it was discovered that a plot had been previously purchased but was not marked on the map, Arrlette Krog made a motion to mark plot C-5-4 as purchased, Supervisor Beth Caple second, motion passed. There was also an incorrect name on the cemetery map, Supervisor Arrlette Krog made a motion to change the name from Alger to Arnold, Supervisor Brandon Cavanaugh second, motion passed. It was reported that there are headstones that have sunk down and need to be repaired. Supervisor Arrlette Krog reported that Range Funeral Home is not willing to make the repairs and that she will having them fixed. Supervisor Arrlette Krog also reported that tree trimming and removal had been done.

Buildings: Chairman Beth Caple made a motion to replace two windows at the Bass Lake Fire Hall at a cost of less than \$1,000.00, Supervisor Brandon Cavanaugh second, motion passed. It was reported that two trees had been removed at the Bass Lake Fire Hall.

Website: Nothing new to report

New Business:

Rick McRae spoke about concerns that were raised at the June board meeting regarding him grading the roads. He explained that when he adds gravel he has to smooth it out, he is not grading the roads, just making them smoother until the grader is able to the fully spread the gravel out and grade.

Cheryl Larson inquired about calcium chloride being sprayed and work being on the section of Blackburn Drive that is not township roads. Bob Larson stated that there had been damage on the section of the road that was graded and asked that the township repair it. Supervisor Arrlette Krog explained that the township did not instruct the contractors to do work on that section of the road. She stated that the contractor has been hired to do the roads for many years and that he is aware of what section of Blackburn Drive he is responsible for. Therefore any work that was done on the section of Blackburn Drive that the township did not instruct the contractor to work on is the responsibility of the contractor. The contractor is responsible for any repairs that are needed.

Bob Larson asked about the township taking over Blackburn drive and mentioned that he had spoken to County Commissioner Keith Nelson who stated that he would help secure the funds for the road. He also stated that there were grants available to repair the culvert on Blackburn Drive. Supervisor Arrlette Krog stated that she had looked into grants and was not able to get any grants and that if Keith Nelson was able to help secure funds that he should have been involved when she was contacted him during the process of applying for the grants. Supervisor Arrlette Krog explained that in order for the township to take over Blackburn Drive,

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an official petition was needed for a vote to be held at Annual meeting. This option was presented to Bob Larson, the Board never received a petition so they did not move forward with the issue.

Heidi Yokel gave a report on the Fire Department stating they had 3 calls that month; two fires and a medical call. She also spoke about the SCBA training that they participated in, and about their involvement in the 4th of July Parade and Picnic. Heidi then mentioned the upcoming National Night Out the Fire Department is hosting and inquired about using the Town Hall folding tables. Chairman Beth Caple made a motion to allow the Fire Department to use the tables, Supervisor Arrlette Krog second, motion passed.

Treasurer Elaine Wick explained that because the meetings were held at the end of the month, the quarterly payments to the IRs were always late and therefore the township receives a late penalty charge. Chairman Beth Caple made a motion to authorize the Treasurer to make the payments to the IRS before the meetings to avoid the late penalty charges, Supervisor Brandon Cavanaugh second, motion passed.

A discussion took place about lawn care by the basketball court. It was discussed if it was better to have the area mowed or brushed. Supervisor Brandon Cavanaugh stated that since the current mowing contract does not include the before mentioned area, we should hire someone to brush it. Supervisor Arrlette Krog made a motion to hire McRae land improvement to do brushing behind to the basketball court, Chairman Beth Caple second, motion passed.

A discussion took place about the need to add a sign at the landing zone in order to distinguish the area as a landing zone. People had been riding four wheelers through the landing zone causing it to be tore up. It was discussed if a sign stating "NO FOURWHEELERS" would be beneficial or if it would cause the landing zone to be further tore up. This decision was tabled until the next meeting.

Chairman Beth Caple made a motion to fix an outlet in the Melrude Fire Hall at a cost of under \$500.00 Supervisor Brandon Cavanaugh second, motion passed.

Supervisor Arrlette Krog made a motion to donate \$200.00 to the Fire Departments National Night Out, Chairman Beth Caple second, motion passed

The Township received a letter from an attorney regarding vacating roads.[Full text on file.] It was determined that the roads that the attorney was inquiring about were not township roads. Clerk McKenzie Clinton stated that she will respond to the letter and inform the attorney that the roads are not township roads.

A discussion took place about whether or not the Treasurer's laptop was included on the insurance. Insurance on the Cemetery was also discussed. It was decided that Clerk McKenzie Clinton would place a call to the insurance company and gather information regarding the cemetery and the treasurers laptop.

The red, side door at the Melrude Fire Hall was discussed. Chairman Beth Caple stated that she will speak to Terry Giernett and get an estimate for repairing the door, fixing a baseboard and replacing the toilet paper holder.

A discussion on opening a capital improvement fund to build a new fire hall took place. The board discussed how much would need to be put away and whether a savings account or CD would be the better option. The question of whether the Levy would need to increase in order to

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set up a capital improvement fund was raised. It was decided that this decision would be tabled until the next meeting in order for the board to gather more information. .

Supervisor Arrlette Krog made a motion to spray for flies at the Bass Lake Fire Hall, Supervisor Brandon Cavanaugh second, motion passed.

As there was no further business, Chairman Beth Caple made a motion to adjourn the meeting, Supervisor Arrlette Krog second, the meeting was adjourned at 7:27 P.M.

McKenzie Clinton, Clerk

Beth Caple, Chairman

Date