

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

ELLSBURG TOWNSHIP MEETING

October 29, 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 Lee Voigt, Heidi Yokel, Ray Privett, Dale Wick, and Joseph Williams. Clerks minutes were read, Supervisor Arrlette Krog made a motion to approve minutes, Chairman Beth Caple second, motion approved.

Treasurer's Report For September, 2019

	Totals	General	Road & Bridge	Fire	Cemetery
Beginning Balance September 1, 2019	114,567.72	81,611.65	25,110.73	0.09	7,845.34
Receipts	169.27	169.27	0.00	0.00	0.00
Disbursements	5,349.87	3,144.87	2,205.00	0.09	0.00
Ending Balance September 30, 2019	109,387.12	78,636.05	22,905.73	0.00	7,845.34

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
A-1 Services	Portable Toilet	7670	\$195.00
Arvig	Telephone and Internet	7671	\$140.83
Como Oil and Propane	Propane	7672	\$159.23
Lake Country Power	Electricity	7673	\$76.81
Rodda Grading and Propane	Invoice # 1298- lost in mail Invoice #1333	7674	\$2,317.50
St. Louis County Public Works	Snowplow Contract	7675	\$1,706.25
TAG Handyman Services	Bass Lake Fire Hall windows, Melrude Fire Hall Door	7676	\$1,847.11
Voigt, Lee	2nd half lawn mowing contract	7677	\$2,600.00
Twin Ports Pest management	Fly Spray at Melrude Town Hall	7678	\$212.68
Clinton, McKenzie	Mileage	7679	\$17.40
Wick, Elaine	Mew mouse for laptop	7680	\$20.99
Cavanaugh, Brandon	Mileage	7681	\$55.10
Krog, Arrlette	Mileage	7682	\$9.28
PERA	Retirement	7683	\$130.78
Total			\$9,488.96

Employee Wages were also paid totaling \$1,445.07. Chairman Beth Caple made a motion to accept the bills for payment, Supervisor Arrlette Krog second, motion approved.

Correspondence: The township received a sign-up sheet for the bus going to Annual conference. Treasurer Elaine Wick and Deputy Treasurer Aubreanna McKeever both stated that they will be taking the bus to the annual conference

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Road and Bridge: Supervisor Brandon Cavanaugh reported that the roads were in good condition and were being graded as needed.

Cemetery: A discussion took place about the best way to finish clearing land at the Melrude cemetery. The township received an estimate from McRae Land Improvements for \$2,500.00 to finish stripping the section that he had previously worked on. Supervisor Arrlette Krog made a motion to hire McRae Land Improvement, Chairman Beth Caple second, motion passed.

Buildings: Chairman Beth Caple stated that the red door at the Melrude Fire Hall was replaced and that three windows at the Bass Lake Fire Hall were also replaced.

Website: Supervisor Arrlette Krog stated that she will be working with Stan Johnston to ensure the website is getting updated as needed and that the current information is getting posted.

New Business:

Heidi Yokel gave a report on the Fire Department stating they had 2 fire calls and 2 medical calls. She also spoke about the \$78,000.00 grant the EVFD received to purchase SCBAs and turnout gear. Heidi explained that she would need a copy of the township's procurement fund policy and inquired if there was one in place. Supervisor Arrlette Krog stated that she did not believe that the township has one and that the board may need to create one. She said that she would speak to Cotton Township to see if they have one that Ellsburg Township could reference. Supervisor Arrlette Krog stated that she would research this and speak on it at the November meeting.

Heidi Yokel then asked about purchasing a new coded deadbolt for the Melrude Fire Hall. The cost would be around \$80.00, Chairman Beth Caple made a motion to approve the purchase of a new coded deadbolt, Supervisor Brandon Cavanaugh second, motion passed.

The township received one bid for snow removal from Terry Giernett for \$18.00 an hour. Supervisor Brandon Cavanaugh made a motion to accept the bid, Supervisor Arrlette Krog second, motion passed.

A discussion took place about changing the Clerk's Office hours from Mondays at 10:00-12:00 to Mondays from 9:00-11:00. Chairman Beth Caple made a motion to change the Clerk's office hours, Supervisor Arrlette Krog second, motion passed.

A discussion took place about the seals on the doors at Melrude Fire Hall and Bass Lake Fire Hall. Water has been getting in at the bottom of the doors and has also been leaking from the side of the doors at the Bass Lake Fire Hall. Supervisor Arrlette Krog made a motion to contact Overhead Door Company and have them inspect the doors and fix the seals if needed, Chairman Beth Caple second, motion passed.

Joseph Williams, an employee from Aflac, spoke about the different services available to the board and gave the members of the board a folder with information on those services.

As there was no further business, Supervisor Arrlette Krog made a motion to adjourn the meeting, Supervisor Brandon Cavanaugh second, the meeting was adjourned at 6:51 P.M.

McKenzie Clinton, Clerk

Beth Caple, Chairman

Date