

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

ELLSBURG TOWNSHIP SPECIAL BOARD MEETING

August 10, 2022

The meeting was called to order at 2:00 pm in the Ellsburg Riverside Cemetery, followed by the Pledge of Allegiance.

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

Guests present were: Lee Voigt

Supervisors briefly reviewed the current Standard Operating Procedures (SOP) which details the process for purchasing grave sites and paperwork required for internment.

John Upton made a motion that we hire a surveyor to map and mark all sections, and lots, in the cemetery with pins, Chairperson Beth Caple second, motion approved.

Chairperson Beth Caple will contact a surveyor to get the process started. Vice Chair Kevin Davidson made a motion to approve that Chairperson Beth Caple can hire a surveyor as long as it is within the current cemetery funds, Supervisor John Upton second, motion approved.

Supervisor John Upton made a motion that we purchase signage to indicate where each section and row is once the survey is done, Vice Chair Kevin Davidson second, motion approved.

Chairperson Beth Caple gave a tutorial on how to measure for a grave site. A SOP will be generated until all sites are marked from the survey. The SOP will include the size of the hole needed for urn and casket burials.

Chairperson Beth Caple will contact ZJ Dirt Works to contract for cemetery burials. It was decided that fees will be passed along to the family at the current cost, the township will not make, nor lose, money on burials. As a motion was not made to change the price structure a motion will be added to the next monthly board meeting.

The supervisors discussed several projects they would like to see done at the cemetery in the future. Listed in priority: Survey and mark sections and lots, add crushed rock to all walkways, clear and add a crushed rock path down to river, straighten markers. These projects will be discussed annually and will be completed as budget allows.

A cemetery groundskeeper discussion was held and multiple duties will be added to the requirements for the lawn mowing bid request in 2023 in order to be bid out properly. A detailed list will be generated prior to posting for bids next year.

Chairperson Beth Caple made a motion to have the VFW continue to coordinate the annual Memorial Day service at the cemetery, Vice Chair Kevin Davidson second, motion approved.

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Clerk Cindy Brown gave a copy of the updated Cemetery Book to each supervisor and asked that they review in order to approve at the next board meeting.

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 3:24 pm.

Cindy Brown, Clerk

Beth Caple, Chairperson

Date