

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

ELLSBURG TOWNSHIP MEETING

July 26, 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, Deputy Treasurer Aubreanna McKeever and Clerk Cindy Brown. Guests present were: Dale Wick, Lee Voigt, Arlette Krog, Scott Streitz, Bill McKechnie and Heidi Yokel.

Clerk's minutes for June 2022 were read.

Treasurer Report for June 2022

For the Period: 6/1/2022 To 6/30/2022				
Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Fund	\$85,532.80	\$246.66	\$3,601.37	\$82,178.09
Road and Bridge	\$29,163.25	\$0.00	\$1,145.82	\$28,017.43
Fire	\$0.00	\$0.00	\$0.00	\$0.00
Cemetery	\$6,079.38	\$0.00	\$693.33	\$5,386.05
ARPA	\$11,110.79	\$0.00	\$0.00	\$11,110.79
General Capital Projects	\$15,000.00	\$0.00	\$0.00	\$15,000.00
Total	\$146,886.22	\$246.66	\$5,440.52	\$141,692.36

CLAIMS SUBMITTED FOR PAYMENT - JULY 2022			
Invoice	Description	Check #	Amount
A-1 Service	Porta potty	8355	\$91.00
Arvig	Telephone and internet	8356	\$103.25
EVFD	2nd half comstock lake fire contract and 5/22 tax appt	8357	\$24,768.09
Jakes Companies	Grading and chloride	8358	\$4,202.50
Stan Johnston	Website work Jan-June	8359	\$122.50
Gmen	Dumpsters	8360	\$1,651.02
KB Plumbing and Heating	Upgrade heating/cooling system	8361	\$11,950.00
McRae Land Improvement	Urn burial	8362	\$100.00
Service Electric of Superior	Electrical for upgrade to heating/cooling system	8363	\$1,079.92
TAG Handyman Services	Lawn mowing	8364	\$1,115.00
Cindy Brown	Mileage and supplies	8365	\$142.26
Beth Caple	Mileage and moderator pay	8366	\$178.75
Kevin Davidson	Mileage and purchases	8367	\$69.88
Aubreanna McKeever	Mileage	8368	\$37.50
John Upton	Mileage	8369	\$80.00
Elaine Wick	Mileage	8370	\$56.25
PERA	Retirement	8371	\$141.56
		TOTAL	\$45,889.48
PAYROLL SUBMITTED FOR JULY			\$1,499.67

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CONSENT AGENDA

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

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

CORRESPONDENCE:

- A letter was received from Rick McRae stating he appreciates the township entrusting him with their dirt work needs in the past but he does not agree with the direction the township is going for road maintenance so he is discontinuing all services. Vice Chair Kevin Davidson will look for replacement contractor(s) for road work and cemetery needs.
- St Louis County sent a notification of a variance application they received from Jeremy Doesken to construct an attached garage. After review of the documents Supervisor John Upton made a motion to submit a resolution to the county stating that we do not oppose the structure. Vice Chair Kevin Davidson second, motion approved. Clerk Cindy Brown will generate a resolution for all supervisors to sign at the August board meeting.

RESIDENTS AND GUESTS:

- Arlette Krog shared that she has been asked to discontinue her involvement with township cemetery duties, as per the MAT attorney it is not appropriate unless the entire board has voted to have her perform duties. She shared some cemetery history and her view on the cemetery needs and handed over a folder of notes to current Cemetery Supervisor Beth Caple. She also shared a concern that she did not think Jakes Companies had been hired for township grading with proper approval from the board.
- Bill McKechnie gave the board a petition to turn Blackburn Drive (portion going to Wilson Lake) into a minimum maintenance road, there were 9 signatures on the petition. Vice Chair Kevin Davidson will reach out to the MAT attorney and if needed the township attorney to advise on next steps. We believe this process starts at the Annual Meeting but we will confirm. We will provide an update on next steps at the August board meeting.
- Heidi Yokel gave a fire department report. They had 3 medical calls and they held training with their pumps. National Night Out will be held at the Bass Lake Fire Hall on Tuesday, August 2 from 6:00 pm – 8:00 pm.

OLD BUSINESS

- **Road and Bridge:**
 - Vice Chair Kevin Davidson made a motion to accept the one bid received for ditching on the Mink Road for \$8226.00 (less gravel costs if we provide), Supervisor John Upton second, motion approved. We will provide the gravel.

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- Vice Chair Kevin Davidson made a motion to accept Jakes Companies as our grading, brushing and chloride contractor for 2022, Supervisor John Upton second, motion approved.
- Chairperson Beth Caple stated she is working with Vic Lund at the county to have new road signs installed. Vice Chair Kevin Davidson will pick up the Sheldon Road sign that is in the ditch and attach to post.
- Vice Chair Kevin Davidson will remove the two trees that are down on Cemetery Rd.
- Blight situation on West Melrude Rd is still there, Clerk will call county to see if they intend to address as they had informed us last year.
- **Buildings:**
 - Melrude Fire Hall – New building
 - At the July 12 Continued Annual Meeting residents voted in favor to add a \$100K increase to the 2023 levy to put up a new garage at the Melrude Fire Hall, this is a one year only increase. Supervisor John Upton made a motion to accept the plan for a new garage to help with space issues, Vice Chair Kevin Davidson second, motion approved.
 - Building Supervisor John Upton will oversee the project, Clerk Cindy Brown to assist as needed.
 - First steps are to get a second bid as required by statute. Bill McKechnie stated he did get a second bid and would give it to John.
 - Cindy will contact IRRRB to see how to start grant process and work with John during month as needed.
 - John will give monthly updates as project progresses.
 - Supervisor John Upton reported that the electrician put the air compressor at Bass Lake Fire Hall on its own circuit but the fire department may have to get a longer hose.
 - A drip in the town hall ceiling started after a heavy rain the day of the board meeting. John took a look and there is a vent on the roof right above where the leak is so he will caulk the vent.
- **Cemetery:** There was one urn interment and 2 plots sold in July.
- **Website:** Nothing new to report.

NEW BUSINESS

- Melrude Whistlestop requested a Special Event Liquor license to serve beer outdoors on Labor Day weekend. Supervisor John Upton approved, Vice Chair Kevin Davidson second, motion approved. Chairperson Beth Caple abstained due to conflict of interest.
- A request for a \$250 donation to National Night Out to offset some of the fire department costs was made. Vice Chair Kevin Davidson made a motion to approve, Supervisor John Upton second, motion approved.
- Clerk Cindy Brown will make hotel reservations for the MAT Annual Conference in St Cloud for the night of Oct 14. All officers but Chairperson Beth Caple will attend.
- A discussion about cemetery responsibility changes was held and the supervisors decided to hold a Special Town Board Meeting on August 10 at 2:00 p.m. at the cemetery to go over

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processes and requirements for the supervisor responsible for that role. They agreed it is a good thing that all supervisors know how to tend to cemetery business and this will build important information onto the Standard Operating Procedure (SOP) started for the cemetery last year.

- Clerk asked for a motion to approve a revision to the cemetery booklet to have only generic township contact information included and edit out “cemetery committee” references and replace with Town Board or Cemetery Supervisor as required. Chairperson Beth Caple approved, Vice Chair Kevin Davidson second, motion approved.
- Cindy Gieson reached out to Supervisor John Upton and Chairperson Beth Caple to again ask that we resume video meetings as just a streaming service, not an interactive meeting. Supervisor John Upton made a motion to reaffirm our previous motion discontinuing video meetings, Chairperson Beth Caple second, motion approved.

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 7:27 P.M.

Cindy Brown, Clerk

Beth Caple, Chairman

Date