

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

ELLSBURG TOWNSHIP MEETING

October 25, 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, Heidi Yokel, Bill McKechnie, Terry Giernett and Arrlette Krog.

Clerks' minutes for September 2022 were read.

Treasurer Report for September 2022

For the Period : 9/1/2022 To 10/2/2022				
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$113,224.26	\$731.80	\$38,442.96	\$75,513.10
Road and Bridge	\$37,669.13	\$0.00	\$12,000.00	\$25,669.13
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	\$183,608.67	\$731.80	\$50,442.96	\$133,897.51

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Claims for October 2022

CLAIMS SUBMITTED FOR PAYMENT - SEPTEMBER 2022			
Invoice	Description	Check #	Amount
APG Media	Generla election notice	8427	\$126.64
A-1 Service	Porta-Potty rental	8428	\$98.00
Como Oil	Propane	8429	\$548.71
Jakes Companies	Grading township roads	8430	\$1,200.00
Lake Country Power	Electricity	8431	\$110.30
MAT	Year end training - clerk/treasurer	8432	\$80.00
Red Rock Precast	Culverts	8433	\$1,113.50
St Louis County Public Works	2022/2023 snowplowing	8434	\$1,706.25
St Louis Sheriff Vol. Res.	Donation	8435	\$200.00
TAG Handyman Svcs	Seal east windw at Bass Lake Fire Hall	8436	\$1,140.00
Twin Ports Pest Control	Bass Lake Fire hall pest control	8437	\$199.00
IRS	Q3 941	8438	\$149.86
ZJ Dirt Works	Invoice 1007 and 1008	8439	\$6,415.00
Cindy Brown	Mileage and purchase	8440	\$682.86
Kevin Davidson	Mileage and hotel	8441	\$713.44
John Upton	Training and hotel	8442	\$336.56
Elaine Wick	Training and hotel	8443	\$406.56
PERA	Retirement	8444	\$167.60
Arvig	Telephone and Internet	ER002	\$193.58
		TOTAL	\$15,587.86
PAYROLL SUBMITTED FOR OCTOBER			\$1,622.61

CONSENT AGENDA

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

Supervisor John Upton made a motion to approve consent agenda items, Vice Chair Kevin Davidson second, motion approved.

CORRESPONDENCE: No action required.

RESIDENTS AND GUESTS:

- Arrlette Krog questioned why we had decided to replace the range in the town hall and the supervisors let her know it was both for safety reasons as well as replacing it with a user-friendly range.
- Heidi Yokel gave a fire department report. They had four calls, three medical and one ATV fire. They held a CPR class and conducted a work night to replace all batteries.

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OLD BUSINESS

- **Road and Bridge:**

- November 28, 2022 at 5:00 pm was requested as the Special Town Meeting to discuss the Blackburn Drive petition received by the township from Bill McKechnie. Chairperson Beth Caple made a motion to approve the date and time, Vice Chair Kevin Davidson second, motion approved. The meeting will begin at the Lake Wilson public landing and then continue at the town hall.
- Vice Chair Kevin Davidson suggested the township generate an ordinance requiring owners to maintain and replace driveway culverts. Both Kevin and the clerk will research if an ordinance is needed as it is already a Minnesota statute

- **Buildings:**

- Melrude Fire Hall – New building
 - Supervisor John Upton reported that the township has been approved for a grant of up to \$79k from the IRRRB.
- John also reported that he has researched blight and there are three ways to address blight. After reviewing and discussing the various ways to address blight Chairperson Beth Caple made a motion that we address the occasional blight complaint directly with the owner of the property rather than create official ordinances and procedures, Supervisor John Upton second, motion approved.

- **Cemetery:**

Chairperson Beth Caple provided two quotes from the surveyor, one to mark each grave site and one lesser quote to mark only the four sections of the cemetery. Supervisor John Upton made a motion to accept the quote to mark each grave site and use the remaining monies in the ARPA fund to pay for a majority of the project, Vice Chair Kevin Davidson second, motion approved.

- **Website:** Nothing new to report.

NEW BUSINESS

- The supervisors reviewed the request for bid for 2022/2023 snowplowing. Chairperson Beth Caple made a motion to approve the posting, Supervisor John Upton second, motion approved. Chairperson Beth Caple also made a motion to have TAG Handyman plow snow through the end of November as bids are not due until November 29, Vice Chair Kevin Davidson second, motion approved. It was noted that we are aware we are posting this request for bid late in the season and next year we will post in August in order to select a contractor in September, as we often get snow in October.
- Clerk Cindy Brown informed the supervisors she had not yet posted the oven for bid as at the Town Law Review it was learned that supervisors can bid on items up for sale as long as they held a value under \$175k. Vice Chair Kevin Davidson had expressed interest in bidding on the oven at the September Board Meeting so per the information shared at the Town Law Review a required resolution was submitted allowing him to do so. Chairperson Beth Caple made a motion to approve the resolution, Supervisor John Upton second, motion approved. Vice Chair Kevin Davidson abstained from the discussion and vote due to conflict of interest.

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- Clerk Cindy Brown requested a motion to allow mobile banking in order to deposit checks and asked for approval to order a debit card for township, she suggested we only have one card which will be maintained by the clerk. Supervisor John Upton added that this will be helpful as we get into the building of the new fire hall garage as well. Chairperson Beth Caple made a motion to approve the request, Supervisor John Upton second, motion approved.
- Supervisor John Upton made a suggestion to provide lunch for the upcoming MAT Training to be held at the town hall on November 2nd. Chairperson Beth Caple made a motion to approve, Vice Chair Kevin Davidson 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 6:52 P.M.

Cindy Brown, Clerk

Beth Caple, Chairman

Date