

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

**ELLSBURG TOWNSHIP MEETING**

March 29, 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: Chairman Beth Caple, Supervisor John Upton, Treasurer Elaine Wick and Clerk Cindy Brown. Present via Zoom was Deputy Treasurer Aubreanna McKeever. Absent was Vice Chair Kevin Davidson.

Guests present were: Heidi Yokel, Lee Voigt, Stephanie Upton, Dale Wick, Scott Streitz, Jeff Johnson, Donna Cline, Ray Mlodozyniec, Jeff Dulinski, Terry Giernett, Arrlette Krog and Bill McKechnie. Present via Zoom was Cindy Giesen.

Clerks' minutes for February 2022 were read.

Treasurer Report for February 2022

<b>For the Period :</b>		<b>2/1/2022 To 3/1/2022</b>		
<b><u>Name of Fund</u></b>	<b><u>Beginning Balance</u></b>	<b><u>Total Receipts</u></b>	<b><u>Total Disbursed</u></b>	<b><u>Ending Balance</u></b>
General Fund	\$97,695.98	\$7,600.94	\$5,123.61	\$100,173.31
Road and Bridge	\$32,119.50	\$0.00	\$0.00	\$32,119.50
Fire	\$0.00	\$0.00	\$0.00	\$0.00
Cemetery	\$6,529.38	\$0.00	\$0.00	\$6,529.38
ARPA	\$11,110.79	\$0.00	\$0.00	\$11,110.79
General Capital Projects	\$15,000.00	\$0.00	\$0.00	\$15,000.00
<b>Total</b>	<b>\$162,455.65</b>	<b>\$7,600.94</b>	<b>\$5,123.61</b>	<b>\$164,932.98</b>

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BILLS SUBMITTED FOR PAYMENT			
Invoice	Description	Check #	Amount
Arvig	Telephone and internet	8264	\$106.57
Como Oil	Inv 1506228284	8265	\$289.45
Lake Country Power	Electricity	8266	\$265.52
PERA	Retirement for Fire Dept	8267	\$6,000.00
Minnesota Benefit Assoc	Life Insurance	8268	\$1,605.00
Rodda Grading and Excavating	Inv 1536	8269	\$1,250.00
St Louis County Auditor	Waste assessment fee and solid waste service fee	8270	\$365.00
South Ridge School	All Night Grad Party	8271	\$200.00
TAG Handyman Services	Inv 1285	8272	\$1,200.00
Cindy Brown	Mileage and purchase	8273	\$49.18
Beth Caple	Mileage and annual mtg moderator	8274	\$176.79
PERA	Retirement	8275	\$150.72
US Treasury	941 Q1	8276	\$153.17
Rita Giernett	Mileage	8277	\$12.87
Scott Streitz	Mileage	8278	\$25.74
Stephanie Upton	Mileage	8279	\$15.21
		<b>TOTAL</b>	<b>\$11,865.22</b>
PAYROLL SUBMITTED FOR March			\$2,403.20

**CONSENT**

- Motion to approve-
  - February Meeting Minutes
  - February Treasurer Report
  - Bills for payment
  - Payroll

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

**CORRESPONDENCE:** Correspondence was reviewed, no action required.

**RESIDENTS AND GUESTS:**

- Heidi Yokel gave a Fire Department Report. They had three medical calls in March; they have three new EMR’s and had airway training. Heidi also mentioned they need several lightbulbs replaced in both fire halls. The lightbulb replacement request led to a conversation about the benefits of LED fixtures. It was decided that Vice Chair Kevin Davidson will ask about the cost of LED fixtures when an electrician is brought to the buildings to review the list of electrical needs Lee Voigt brought to the town officers attention at the last meeting.
- Arrlette Krog welcomed John Upton to the board and asked him to tell the residents a little about himself. John gave a background on his employment which currently is Customer Service Manager at Comfort Systems with the City of Duluth; he has 70 employees reporting to him. She also shared that the cemetery is near to her heart and she would like to work with the

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supervisor named to take her place as Cemetery Supervisor to hand it off properly and requested that she be allowed to take an active role in the township cemetery.

#### **OLD BUSINESS**

- **Road and Bridge:**
  - Nothing new to report.
- **Buildings:**
  - Chairperson Beth Caple brought up the Melrude Fire Hall issues and a discussion was held on current status. After much discussion Chairperson Beth Caple made a motion to hold a Special Board Meeting on Tuesday, April 12 at 6:00 pm, Supervisor John Upton second, motion approved. The board is requesting the Melrude Fire Hall Committee attend the meeting for additional discussions so we can get to a clear and concise direction for this project which will be presented to residents at the Continued Annual Meeting on July 12<sup>th</sup>, at which time they will vote on the levy.
- **Cemetery:** Nothing new to report.
- **Website:** Nothing new to report.

#### **REORGANIZATION**

1. Beth Caple was selected as the Chairperson and Kevin Davidson as Vice Chair. Supervisor John Upton made a motion to approve, Chairperson Beth Caple second, motion approved.
2. 2021 Schedule of the Town Board Meetings – The Clerk will present the schedule for approval at the April Board Meeting.
3. Official Newspaper – Chairperson Beth Caple made a motion to keep the Mesabi Tribune as our official newspaper, Supervisor John Upton second, motion approved.
4. Compensation for town officers and employees – After review of the current wages the only change will be to increase Election Judge pay to \$15/hr. Chairperson Beth Caple made a motion to approve the increase, Supervisor John Upton second, motion approved.
5. Motions made for designation of supervisors as below.
  - a. Road & Bridge Supervisor – John Upton
  - b. Building & Playground Supervisor – Kevin Davidson
  - c. Cemetery & Website Supervisor – Beth Caple
6. Designated posting locations – Chairperson Beth Caple made a motion to keep our current posting locations (Melrude Town Hall, Bass Lake Fire Hall, Cotton Community Club), Supervisor John Upton second, motion approved.
7. Designated bank as town depository – Chairperson Beth Caple made a motion that our banks remain the same (Northern State Bank and Miners Bank), Supervisor John Upton second, motion approved.
  - a. Treasurer Elaine Wick asked that Deputy Treasurer Aubreanna McKeever be added as a signer on our accounts so in her absence Aubreanna has authority to sign checks. Chairperson Beth Caple made a motion to approve, Supervisor John Upton second, motion approved.
8. Inventory training and reference materials - Reviewed by clerk, all in order.
9. Review town resolution book – Resolution book is up to date and was on the table for review.

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10. Confirm town financial reporting form has been completed and returned to the state auditor office – Treasurer Elaine Wick confirmed that the report has been completed and submitted.
11. Identify upcoming training opportunities – Clerk had no time to research, will send information out to supervisors in the next week.

#### **NEW BUSINESS**

1. Approve the March Annual Meeting minutes (which will be continued in July) – Clerk read the minutes and Chairperson Beth Caple made a motion to approve, Supervisor John Upton second, motion approved.
2. Clerk requested a motion be made to adjust the state primary and general election polling hours back to 10:00 am – 8:00 pm as it is required per statute. Supervisor John Upton made a motion to approve the change, Chairperson Beth Caple second, motion approved.
3. Meadowlands Ambulance submitted a donation request. Chairperson Beth Caple made a motion to donate \$750.00, Supervisor John Upton second, motion approved.
4. Both the Road Work Quote Request and the Lawn Mowing Bid Request were reviewed and will be posted this week with a deadline of April 25 in order for bids to be reviewed at the April Board Meeting.
5. Clerk Cindy Brown shared two items learned during Spring Training
  - a. Payroll – Supervisors don't actually approve the payroll checks; they should continue receiving the payroll amount at each board meeting but the payroll checks will only be signed by the treasurer and clerk going forward. Since payroll is required to be run a minimum of every 31 days this will eliminate late payroll checks on the months where a meeting is changed and moved forward a week.
  - b. ARPA Funds – Even though these funds can now include general use the MAT attorneys suggest they are still kept in a separate fund which will make the required reporting easier.
6. District Meeting Update – Chairperson Beth Caple reported that she attended the last district meeting at the Cotton Community Club. She learned a new landfill will be built in Canyon. Birds, bugs and healthy forest were some topics of discussion. She also learned that in 2023 the county is going to match our assessed value to our market value. This increase will be approximately 20%.
7. The Melrude Community Club, Road Side Pick Up Days, are May 8<sup>th</sup> to May 14<sup>th</sup>. You can bring your road side garbage to the Melrude Town Hall and the county will pick it up.
8. The Fourth of July celebration and parade will be held on July 2<sup>nd</sup>, 2022 at noon. The Melrude Community Club is looking for someone to head the parade, please contact Arrlette Krog or Beth Caple if you are interested.
9. Chairperson Beth Caple made a motion to hold the Annual 2022 Road Review at 10:00 am Thursday, April 21, Supervisor John Upton second, motion approved.

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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 7:37 P.M.

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Cindy Brown, Clerk

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Beth Caple, Chairman

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Date