

**Regular Meeting Sunrise Township
Thursday, April 15, 2021
Royal Wilcox Community Center**

Mark Osland called the Regular Sunrise Township Board Meeting to order at 7:00 p.m. Pledge of Allegiance was recited.

Board Members Present:

Mark Osland, Chair

Carl Peter "Pete" Johnson, Vice Chair

Jeske Noordergraaf

Dan Kaiser

Eric Leivian

Treasurer: Karen Anderson

Clerk: Wendy S. Kowalke

Engineer: Cristina Mlejnek, P.E.

Maintenance: Lynn Wolleat

Others Present:

Deborah Graleske-Kelleher

Anne Holden

Rob Holden

Peggy Pearson

Approve Agenda: Motion by Carl Peter "Pete" Johnson, second by Eric Leivian to accept the April 2021 agenda. Motion carried.

Meeting Minutes: Motion by Eric Leivian, second by Carl Peter "Pete" Johnson to approve the March 2021 minutes. Motion Carried.

Canvass Board Meeting Minutes. Motion by Jeske Noordergraaf, second by Carl Peter "Pete" Johnson to accept the Canvass Board Meeting Minutes. Motion carried.

Clerk Update: Motion Jeske Noordergraaf, second by Eric Leivian to approve the purchase to replace posting board. Motion carried.

Treasurer Report: Treasurer Anderson went over the Treasurer report. Motion by Eric Leivian, second by Carl Peter "Pete" Johnson to approve claims list 6276 through 6297 with the following additional claims:

Frontier Ag and Turf (grease) \$65.83

Motion carried.

Motion by Jeske Noordergraaf, second by Eric Leivian to add Dan Kaiser and Mark Osland to the bank signature paperwork. Motion carried.

Electronic Payment Policy: Motion by Dan Kaiser, second by Eric Leivian to pass electronic payment policy. Motion carried.

Policy: Electronic Payment Approval

Policy Number: 2021-01

Dated: April 15, 2021

Purpose of Policy:

To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established. These policies

and procedures are applicable to Franconia Township elected and appointed officers and employees who create or approve requisitions.

Policy:

The Town Treasurer or their Deputy Treasurer is authorized to pay electronically the following invoices: PERA, IRS, Minnesota Department of Revenue, PEIP, Cardmember Credit Card, Xcel Energy, Centurylink, Verizon and others as direct by the Board of Supervisors.

The Town Treasurer shall keep a copy of any receipts issued from the electronic payment attached to the approved claim. Any deviations from this policy will require approval by the Town Board.

Under no circumstances should the Town Treasurer or their Deputy Treasurer release his or her password to someone other than a Town Board Supervisor.

By electronically paying the invoice, The Town Treasurer or their Deputy Treasurer implies that all supporting documentation is on file with the Township, will be reviewed by the Town Board and the transaction is appropriate, accurate and complies with all policies.

The Board shall review the Township's bank statement and the Treasurer's file to verify that any and all electronic payments are supported by properly executed claims and receipts. Record of this verification will be retained in the appropriate file.

Prepared by: Karen Anderson, Treasurer

Sno Barons Liquor License: Motion by Eric Leivian, second by Carl Peter "Pete" Johnson accept Sno Barons Snowmobile Club Temporary Wine and Strong Beer License for the Establishment known as Hay Days Event for the year 2021. Motion carried.

Crack Sealing – Engineer Cristina Meljnek: Maintenance Lynn Wolleat said that crack sealing is completed every year. Motion by Carl Peter "Pete" Johnson, second by Jeske Noordergraaf to crack fill and flex tape all black top roads for 2021.

Seal Coat: It is has been suggested to seal coat Nustad Road, 452nd Trail and 465th Street. Cristina Meljnek is going to check with Chisago County Highway on what they are using for seal coat.

Audit Results – CliftonLarsonAllen LLP – Chris Knopik, Principal: Went over audit results, Sunrise is a cash basis township. Items for consideration: paid time off (PTO) review, disbursement approvals in remote environment. MN legal compliance – no matters to report. General Fund Revenues, General Fund Expenditures, Road Funds, All Funds -Revenues, All Funds – Expenditures, Future Debt Service discussed. No funds have any deficits. Motion by Eric Leivian, second by Jeske Noordergraaf to accept audit report and follow recommendations of tracking PTO, more than one person sign checks when remote meetings are necessary, disbursement approvals in a remote environment, segregation of duties. Motion carried.

Motion by Jeske Noordergraaf, second by Dan Kaiser to complete a 2021 Audit. Motion carried.

Supervisor Reorganization: Roads/Maintenance – Carl Peter “Pete” Johnson and Mark Osland, e-mails – Clerk Wendy S. Kowalke send out according to organizational, financial liaison – Treasures Karen Anderson, Clerk Wendy S. Kowalke and Supervisor Jeske Noordergraaf, SSD – Supervisor Carl Peter “Pete” Johnson and Supervisor Eric Leivian, technology – Supervisor Eric Leivian, social media – Clerk Wendy S. Kowalke, Complaints – Supervisor Jeske Noordergraaf. PTO – Chair Mark Osland and Vice Chair Carl Peter “Pete” Johnson.

Gravel: Sunrise Township roads to be graveled are 475th both ends, Lantz Ave and 465th for approximately 5,000 yards. Lynn Wolleat will obtain quotes from Rydberg and Bjorklund for 5,000 yards of gravel delivered and placed.

New CARES Grant: Sunrise Township is in line to receive approximately \$240,000.00.

Audit Reconvene Meeting: Motion by Mark Osland, second Dan Kaiser that there is no need to complete an internal audit due to having had an outside. Sunrise must reconvene the internal audit meeting to adjourn the meeting and close at Thursday, May 13 at 6:30 PM at the Sunrise Bible Church. Motion carried.

Annual Meeting: Thursday, May 13, 2021 to be held at the Sunrise Bible Church.

New Business:

Commissioner Report: Commissioner Rick Greene not present.

Local Board of Appeal and Equalization Date: Thursday, April 29, 2021 at 9:30 AM at the Royal Wilcox Community Center.

Citizens Forum: NONE

Old Business:

Job Descriptions: Place on May Agenda.

Employee Policy: Place on May Agenda.

On-Call Temporary Policy will be in the Township Employee policy.

Group Life & Disability Program: May agenda.

LRIP Mill St. / River Road: LRIP application was submitted and receipt confirmed. Awards to be announced in June.

460th Culverts: Final invoicing – original \$143,600 and came in at \$139,300. Motion by Jeske Noordergraaf, second by Eric Leivian to approve Treasurer Anderson to submit the final payment to Meyer Contracting Inc. for \$6,962.95. Motion Carried. Chisago County paid AET invoice for 460th culverts

Internet to Building: Eric Leivian is looking at 5GH to Royal Wilcox Community Center.

Follow-up Items:

Pump: paid around \$14,900.00. 12 inch diameter pump and hose. PTO Driven. Dan Kaiser is going to handle selling the pump on-line with a minimum of \$11,000.00. Motion by Eric Leivian, second by Carl Peter “Pete” Johnson to put the pump on state auction web-site with reserve of \$11,000.00

Town Hall Basement and Insulating: Lynn Wolleat has not gotten to this.

Drainage by 475th and James: Putting in 2 culverts and clean the ditching. An additional 2 culverts will be replaced on James Avenue for a total of 4 culverts.

Testing on 460th Street Culverts: The Sunrise Board is questioning if bill from American Engineering in the amount of \$972.00 for 460th culvert will be reimbursed to Sunrise Township.

Electricity to New Pole Building: Sunrise Town Board approved electricity to new pole building in the Spring of 2019. Carl Peter “Pete” Johnson will contact power company to have electricity installed.

SSD: Motion by Eric Leivian, second by Carl Peter “Pete” Johnson to reimburse \$558.13 to Kevin and Nancy Nadeau, Ronald and Carole Markuson for SSD which was inadvertently charged for the SSD due to the fact that they initially paid the SSD charge in full. Motion carried.

Internet to Royal Wilcox Building: Motion by Carl Peter “Pete” Johnson, second by Mark Osland to set up WI-FI extender from the maintenance building to the Royal Wilcox Building. Motion carried.

Town Hall Basement and Insulating: Lynn Wolleat and Steve Forner to install basement insulation at Royal Wilcox Community Center.

Security Cameras: Eric Leivian will take care of the repair of the security cameras.

Board Member Meetings:

Dan Kaiser: Regular Board mtg., CCATO Mtg.

Eric: Regular Mtg., Job Descriptions and Employee Policy, CCATO mtg.

Jeske: Regular Board Meeting, CCATO, short courses

Mark: Regular Board Meeting, CCATO

Pete: Regular Board Meeting, CCATO, Job Descriptions and Employee Policy

Maintenance Update: Trucks are running on River Road.

Motion by Jeske Noordergraaf, second by Carl Peter “Pete” Johnson to adjourn at 9:15 p.m. Motion carried.

Clerk Wendy S. Kowalke

Mark Osland, Chair