

**Regular Meeting Sunrise Township  
Thursday, December 21, 2023  
Royal Wilcox Community Center**

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

**Board Members Present:**

Jeske Noordergraaf, Chair  
Mark Osland, Vice Chair  
Dan Kaiser  
Greg Strom  
Carl Peter “Pete” Johnson

Treasurer: Karen Anderson  
Clerk: Wendy S. Kowalke  
Engineer: Cristina Mlejnek, P.E.  
Maintenance: Troy Montague

**Others Present:**

Dave Kadlec                      Wayne Blodgette                      Bill Campbell  
Eric Leivian

**Approve Agenda:** Motion by Dan Kaiser, second by Mark Osland to approve the December, 2023 agenda with Jeske Noordergraaf adding Chisago County Zoning Comprehensive Plan. Motion carried.

**Meeting Minutes:** Motion by Carl Peter “Pete” Johnson, second by Greg Strom to accept the November, 2023 meeting minutes. Motion carried.

**Clerk Update:** Clerk Kowalke informed the Town Board and the citizens that township election filing starts January 2, 2024. Discussion took place regarding right of way applications. Clerk Kowalke will send any ROW permits received to Lead Maintenance Troy Montague to make sure the placement of the facilities are in an acceptable location and let Clerk Kowalke know to be able to sign off on ROW permits. Chisago County Zoning is considering discontinuing accepting Driveway and 911 permits.

**Treasurer Report:** Motion by Dan Kaiser, second by Mark Osland to approve Treasurer Anderson’s Report with claims list 7177 through 7210 with additional claim as follows:

Sean Quast (131 pair of gopher feet at \$4.00 per pair).....	\$524.00
Greg Strom (14 sets of Town Hall Plans).....	\$299.46
Knife River Corporation (Pay request #6 final – River / Mill).....	\$12,931.94

Motion carried.

Treasurer Anderson brought a spreadsheet dated 11/2016 through 7-8-2019 listing costs incurred establishing the SSD. Treasurer Anderson will do research to determine if these costs were included in the SSD. Discussion took place that there will be a shortfall for SSD for the portion of Sunrise residents that live in the CenturyLink district. There will more than likely need to be one final service charge to finish up the SSD. As there have been an average of 6 new houses added each year with these new homeowners pay the full amount, it is uncertain if this is correct. Eric Leivian is willing to work with Treasurer Anderson to sort out financials and Chairman Jeske Noordergraaf will also attend.

Mower Damage: Treasurer Anderson reported that she will be receiving an email with paperwork that will need to be notarized and sent back to receive payment.

**North Branch Fire Department Donation:** Wayne Blodgett was present to present a \$1,000 donation to Sunrise Township. Mr. Blodgett also informed the Sunrise Board that Patrick Heinen will be the new North Branch Fire Chief as of January 1, 2024. Kevin Grote is retiring. Wayne Blodge has 39 years in with North Branch Fire. Motion by Mark Osland, second by Carl Peter “Pete” Johnson to accept the \$1,000 donation and resolution of acceptance. Motion carried.

RESOLUTION NO. 2023-12-21-1  
SUNRISE TOWNSHIP  
CHISAGO COUNTY, MINNESOTA  
RESOLUTION ACCEPTING DONATION

**WHEREAS,** Sunrise Township is authorized to accept and maintain donations of real and personal property pursuant to Minnesota Statutes section 465.03 for the benefits of its citizens; and

**WHEREAS,** The following entity has offered to contribute the donation set forth below to the Township:

North Branch Fire Relief Association (license Number 92238), PO Box 425, North Branch, MN 55056 for \$1,000.00.

Contributions will not be used for a pension or retirement fund.

**WHEREAS,** All such donations have been contributed to the Township for the benefit of its citizens, as allowed by law; and

**WHEREAS,** The Township Board finds it is appropriate to accept the donation(s) offered.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF SUNRISE TOWNSHIP, CHISAGO COUNTY, MINNESOTA, AS FOLLOWS:**

1. The donation described above is accepted and shall be used in accordance with noted terms or conditions either alone or in cooperation with others, as allowed by law.
2. The Town Clerk is hereby directed to acknowledge to the donor the Towns acceptance of the donors donation.

Adopted by the Town Board of Sunrise Township on December 21, 2023.

**Sunrise Township CUP – New Town Hall (located off CR 9)** – Greg Strom reported that Chisago County Zoning notified Sunrise that the CUP was approved. Greg Strom reported that there are 5 parties that have been in contact for bid proposals. Sunrise Town Board will meet on Tuesday, January 16, 2024 at 4 PM to open and go through received bid proposals. Greg Strom has been meeting with some builders to go over the site and specifications that Sunrise Township is asking for. Place Bid proposals on the January, 2024 agenda.

**Election Judge Appointment for Presidential Primary 2024 and 2024 March Township Annual Elections:** Motion by Dan Kaiser, second by Mark Osland to accept the Resolution to Appoint Election Judges (Carl Peter “Pete” Johnson and Jeske Noordergraaf abstained due to being election judges). Motion carried.

RESOLUTION APPOINTING  
ELECTION JUDGES  
Resolution #: 2023-12-21-01

**WHEREAS**, Minnesota Statutes § 204B.21 allows Sunrise Township to appoint an election judges;

**WHEREAS**, Minnesota Statutes § 204B.19, subdivision 2 requires that an election judge (1) can read, write, and speak the English language, (2) is not the spouse, parent, child, or sibling of any election judge serving in the same precinct or any candidate of the election, (3) is not domiciled, either permanently or temporarily with any candidate at the election, or (4) is not a candidate in the election;

**WHEREAS**, the base number of required election judges for an election in Minnesota under Minnesota Statutes § 204B.22 has been determined to be a minimum of 4 for the precinct of Sunrise Township;

**WHEREAS**, the clerk recommends the appointment of 10 election judges due to the anticipated voter turnout, election judge availability, and necessity of maintaining party balance at all times during the day; and

**WHEREAS**, the following list of judges fulfills the requirements listed in Minnesota Statutes §204B.19, subdivision 2:

Bernette Harrington  
Joyce Meyers  
Kathy Grace  
Wendy S. Kowalke

Carl Peter “Pete” Johnson  
James McCarthy  
Marc Dronen

Denise Stewart  
Jeske Noordergraaf  
Vicki Reher

**WHEREAS**, under Minnesota Statutes § 204B.21, subdivision 2, a resolution is mandatory if the appointment of the election judge is within 25 days of the election in which the election judge will serve.

**WHEREAS**, 03/05/2024 is the date of the election in which the election judge is to serve for the Presidential Nominating Primary Election and 03/12/2024 for the Sunrise Township Annual March Election;

**NOW, THEREFORE BE IT RESOLVED:** the Town Board of Sunrise Township hereby appoints the following election judges as eligible to serve in the Presidential Nominating Primary Election on March 5, 2024 and Sunrise Township Annual March Election on March 12, 2024, pending completion of their training and otherwise qualifying for the office:

**BE IT FURTHER RESOLVED**, Brenette Harrington is designated the Head Election Judge;

**BE IT FURTHER RESOLVED**, the Town Board of Sunrise Township hereby authorizes any election judge to be compensated as required by Minnesota Statutes § 204B.31, in an amount set by the Town Board at \$21.00 per hour for the head judge and \$18.00 per hour for all other trained election judges, which is not less than the prevailing Minnesota minimum wage.

**BE IT FURTHER RESOLVED**, the Town Board of Sunrise Township hereby authorizes the Town Clerk to add additional election judges as needed and allowed by Minnesota Statutes §204B.21.

Passed this 21st day of December, 2023.

**Blue Sign Not Paid by Property Owner:** Sunrise Township has invoiced property owner for the \$125 blue sign. A follow-up letter was also sent to the property owner. Jeske Noordergraaf contacted property owner and explained that if payment is not received in a timely manner they will be assessed for the blue sign and any attorney fees that is incurred by Sunrise Township. Place on June 2024 agenda. The Chisago County Auditor only accepts assessments before December 1.

**Tauer road:** Greg Strom reported that Charlotte Wilcox of the Sunrise Planning Commission found that there is in fact a 1907 Road Order. Due to this road order, Sunrise will continue to maintain Tauer Road. Troy Montague will install a road sign and a stop sign. Clerk Kowalke to send letter to property owner along with a copy of the 1907 Road Order informing them of such. Greg Strom said there is no easement necessary. Sunrise Township will continue to plow or clear snow from the road.

**Possible Hire of a Part-time Administrator:** Jeske Noordergraaf believes the Sunrise Board has been doing a good job at getting things done. Jeske Noordergraaf would like to hire a part-time administrator to follow-up on Board items. Greg Strom thinks that having someone with established hours at the town hall would be a good idea. Jeske Noordergraaf mentioned that as Sunrise Township grows there is more and more items to address and the Board members do not have time to do this. Sunrise Township will bring this to the CCATO meeting at the end of January 2024 for input. Dan Kaiser will contact Amador and Shafer Township, Carl Peter “Pete” Johnson will contact Chisago Lakes Township and Greg Strom will contact Nessel Township, and Mark Osland will contact Fish Lake to discuss how they handle town board items. This will be discussed at the January 2024 Town Board regular meeting.

**ROW Verbiage to place a reflective marker at least 6 feet above grade to be place by pillar:** Jeske Noordergraaf sent Attorney Ruppe an email request to have the ROW looked at to add new verbiage to add reflective markers. Attorney Ruppe believes the ordinance needs an amendment to add new verbiage. After discussion, Clerk Kowalke will send ROW permits to Lead Maintenance Troy Montague for placement approval when received before Clerk Kowalke to sign off and return to applicant. Discussion also took place about having an extra charge for expedited ROW’s. Jeske Noordergraaf to contact Attorney Ruppe to amend the ordinance for January, 2024 agenda.

**COLA Increase – Part-time Employees:** Motion by Carl Peter “Pete” Johnson, second by Mark Osland to approve a 3.5% COLA increase as of January 1, 2024 for Dave Kadlec, Steve Forner and Karen Anderson. Motion carried.

**Lead Maintenance Salary with Step Increase:** Motion by Dan Kaiser, second by Carl Peter “Pete” Johnson to approve Lead Maintenance Troy Montague anniversary date will be January 1 for pay increases. Place Troy Montague on Step 4 with an additional 3.5% COLA increase as of January 1, 2024. Motion carried.

**Citizens Forum:** Eric Leivian felt that Sunrise Township should enact an expedited fee for ROW permits. Clerk Kowalke pointed out that ROW’s have been having a turn-around time of 1 day. Eric Leivian also mention that the roof tiles at the current River Road Town Hall are falling more with all sort of cracking.

**Garbage Container Placement Policy:** Troy Montague mentioned that citizens are placing garbage containers in the road way. Garbage containers when grading in the summer are placed too far onto the road which creates a problem. Motion by Dan Kaiser, second by Carl Peter “Pete” Johnson to accept the Garbage Container Placement Policy. Motion carried.

Sunrise Township  
Policy Statement  
Garbage and Recycle Container Placement Policy

Policy: Garbage and Recycle Container Placement Policy

Policy Number: 2023-12-21-01

Dated: December 21, 2023

Sunrise Township residents shall place their garbage and recycle containers in accordance with this policy.

Waste haulers will return the container in accordance with this policy.

The purpose of this policy is to allow Sunrise Township grader and snow plow operators to effectively maintain the roadways within the township. Improperly placed containers inhibit maintenance operations.

Sunrise Township will not be responsible for any damaged container, or any cleanup of garbage or recycle material, if struck by township equipment due to improperly placed containers.

The container may still be struck and knocked over by flying snow from the snowplow, however, proper placement should help prevent this from occurring.

**Container Placement:**

- Containers must be placed within the driveway a minimum of 2 feet from the shoulder of the roadway.
- Waste haulers must place containers back into the driveway a minimum of 2 feet from the shoulder of the roadway after the container is emptied.
- Containers should be returned to the proper storage location as soon as possible.

Adopted December 21, 2023

Discussion took place that an ordinance can be looked at if the policy does not correct the placement issue.

**Vibo Trail:** Cristina Mlejnek reported that MN/Dot will do walk-through in spring, 2024. Pay request will be brought to the January, 2024 meeting. The project was contained within the right of way so there were no additional permissions needed. Additional grading work outside the ROW would have required a more in-depth permitting process and additional cost. The project was intended to replace the existing culverts, matching inverts upstream and didn't decrease the pipe sizes. The project was permitted by the DNR.

**River / Mill:** Cristina Mlejnek reported that that we have the final pay estimate. The state completed their final walk-through. Knife River final pay request signed off by Chair Jeske Noordergraaf.

**2<sup>nd</sup> Street Speed Study:** 2<sup>nd</sup> street is currently not posted which makes it a 55 MPH road. Cristina Mlejnek will request a official speed study. There is no cost to the township for a speed study. 2<sup>nd</sup> Street has a likelihood that the speed limit would be 35 MPH.

**Ferry Road Maintenance – Wild River Snowmobile Club:** Jeske Noordergraaf said that Troy Montague has had a conversation with Wild River Snowmobile Club Board member Kyle Johnson. Adam Meyers will mark Ferry Road in the next 2 to 2 weeks. Troy Montague will make sure that this get done.

**Snow Plowing Easement Letters – Greg Strom:** Greg Strom reported that the 465<sup>th</sup> Easement Agreement has been received. Greg Strom drafted an easement description and sent to Charlotte Wilcox of Sunrise Planning Commission which will need to be forwarded to Attorney Ruppe. Property owners on Locke will be a bit more involved because of a trust situation. All parties within the trust will more than likely need to agree.

**Citizens Committee Update on Current Town Hall on River Road:** Jeske Noordergraaf reported that there was a meeting held at the end of November. Erica Heinen looked at the historical registry to determine if this building could be a historical building. Historic architect came from St. Paul. The building is in good condition with preservation issues that need to be addressed. The plan is to continue with looking to see if the building could be registered as a historic site. There are grants available. Hire someone to look at historic significance and structurally. The goal is not to spend any money on the building, but to hopefully have grants pay for any all expenses.

**Noise Ordinance Signage Update:** Jeske Noordergraaf reached out to the City of North Branch. North Branch gave up on their signage with Mn/DOT. Mn/DOT would only put the signs up on the edge of town. It was discussed that Chisago County should have a sign on 360<sup>th</sup> instead of 375<sup>th</sup>. The signs should be on Oriole (CR 70) and Keystone (CR 67) by Mn/DOT. Jeske Noordergraaf will continue to work on this. Clerk Kowalke to ask citizens to contact the Chisago County Sheriff's Office regarding jake braking and inform them of when and where the jake braking is taking place. Citizens need to start creating a log of the date, time and where the jake braking is taking place to be able to start some enforcement.

**Rezoning:** Kurt Schneider of Chisago County Zoning sent an email requesting additional information for zoning. Eric Leivian explained that the RVC expands usage to small footprint business. The Sunrise overlay runs through Sunrise – 75 foot setback from the ordinary high water mark for the Sunrise River. The Sunrise River overlay is a 200 feet setback for specific uses. Mark Osland and Carl Peter “Pete” Johnson would like to see Sunrise Township be able to expand on some items. Chisago County wanted to get input from Townships regarding zoning for a future comprehensive plan.

**Archive Social:** It is the consensus of the Sunrise Township Board to not hire Archive Social to monitor the Sunrise Township Facebook page. Sunrise Township does not make any comments on their Facebook page. Sunrise uses the Facebook page as a way to reach out to citizens for information purposes.

**Maintenance update:** Troy Montague reported that culvert cleaning has started on Trulson and Wilcox, installed blue signs. Property owner has applied for driveway permit on Ferry Road – they will need a culvert. Haycreek Culverts are complete. Rubber tire back hoe has a leak which will have to be repaired.

**Board Member Meetings:**

Dan Kaiser: regular meeting

Greg: regular meeting

Jeske: CCATO, reg. mtg, Citizens Committee mtg for town hall

Pete: regular, CCATO

Mark: CCATO, reg. mtg

SSD: Place SSD Certification on January, 2024 meeting.

Motion by Dan Kaiser, Carl Peter “Pete” Johnson adjourn at 9:35 p.m. Motion carried.

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Clerk Wendy S. Kowalke

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Jeske Noordergraaf, Chair