

**Regular Meeting Sunrise Township
Thursday, November 16, 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 (absent)
Greg Strom
Carl Peter “Pete” Johnson

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

Others Present:

Peggy Pearson	Dave Kadlec	Tyler Richter	Eric Leivian
Deah Szymanski	Lynn Wolleat	Bill Campbell	

Approve Agenda: Motion by Mark Osland, second by Greg Strom to approve the November, 2023 agenda with Jeske Noordergraaf adding office equipment. Motion carried.

Meeting Minutes: Motion by Greg Strom, second by Mark Osland to accept the October, 2023 meeting minutes. Motion carried.

Clerk Update: Clerk Kowalke informed the Town Board and the citizens of the 2024 election dates. Clerk Kowalke turned in the annual road status update to Chisago County Highway Department. Letters to property owners were resent with one property owner left to respond to 911 blue sign payment to be received. Clerk Kowalke to inquire about the process to assess a property owner’s taxes for payment due to Sunrise Township.

Treasurer Report: Motion by Carl Peter “Pete” Johnson, second by Mark Osland to approve Treasurer Anderson’s Report with claims list 7152 through 7175 with additional claim as follows:

Ryan Robotti (8 pair of gopher feet at \$4.00 per pair)\$32.00
Motion carried.

Treasurer Anderson said the ARPA CD will mature on 11-17-2023. Renewal rates are as follows: interest for 3 a month CD is 5.25% and 6 month CD is 5.15%. Motion by Jeske Noordergraaf, second by Mark Osland to renew the CD for 3 months. Motion carried.

Segway Insurance called Treasurer Karen Anderson regarding mower damage. After discussion with Segway It sounds like Sunrise will get paid.

Jeske Noordergraaf requested Treasurer Anderson will put together costs for SSD.

2023 Audit – Karen Anderson: Clifton, Larson, Anderson (CLA) said the cost will be \$14,000.00 for an annual audit. Discussion took place that Sunrise has implemented personnel policies that CLA has

proposed in past audits. Motion by Carl Peter “Pete” Johnson, second by Greg Strom to not do an audit this year.

Garbage Container Placement Policy: Lead Maintenance Troy Montague mentioned this is for grading and plowing operators. Greg Strom felt this is not applicable for every refuse company depending on what side of the road the garbage container placement is. Troy Montague said that garbage containers are in the way for township operators. Jeske Noordergraaf will check if this should be a policy or ordinance. Place on December agenda.

Minnesota Earned Safe and Sick Time (ESST): Jeske went over the 3 options. Motion by Jeske Noordergraaf, second by Mark Osland to adopt the sick and safe time with employees being able to use sick time in 1 hour increments and to not preload hours but to record as earned. Motion carried. Treasurer Karen Anderson will set up a system to track Safe and Sick Time.

RESOLUTION # 2023-11-16 - 01
Sunrise Township, Chisago County, Minnesota
RESOLUTION ADOPTING
A TOWNSHIP SICK AND SAFE TIME
POLICY AND RESOLUTION

WHEREAS, Minn. Stat. § 181.9445 et seq. require Minnesota employers to provide certain notices and certain minimum paid time off;

WHEREAS, Sunrise Township is or may become in the future an “employer” within the meaning of Minn. Stat. § 181.9445 or its successor statutes;

WHEREAS, those statutes come into force and legal effect on January 1, 2024;

NOW, THEREFORE BE IT RESOLVED, that the Town Board of Sunrise Township, Chisago County, Minnesota hereby adopts the attached sick and safe time policy to discharge its obligations under the law; and

BE IT FURTHER RESOLVED, as further policy changes may become necessary or expedient due to changing law or changing conditions, amendments to the policy may be adopted by Sunrise Township Board through simple majority vote

Adopted this 16th day of November 2023.

Sunrise Township Sick and Safe Time Policy is filed in the Sunrise Township Policy Book.

Archive Social Account: Clerk Kowalke received a phone call from Archive Social. Clerk Kowalke spoke with Chisago County IT Department to make sure this was not a scam. Chisago County uses Archive Social to monitor their Facebook, twitter, snap chat account for county departments. Archive social can track social media record requests. Archive Social will be forwarding a quote to Clerk Kowalke. In speaking with Archive Social it would be approximately \$3,000 to \$4,700 per year. Sunrise Township is very small and only has one social media account which is Facebook. Chisago County has many accounts with many departments. Clerk Kowalke to contact CCATO Representative Tammy Carlson to have CCATO look into this.

Employee Handbook (need to add Sick and Safe time to Employee Handbook): Clerk Kowalke contacted Chisago County Administration to see if they have verbiage for their employee handbook for Sunrise to be able to use. Chisago County will let Clerk Kowalke know when their employee handbook verbiage is in place for Sunrise be able to use as a template.

Office Equipment: Jeske Noordergraaf was wondering if Sunrise Township is interested in MN Surplus Office Equipment. It was discussed at this point Sunrise doesn't know exactly what they are going to need and would like to office furniture to match. Greg Strom thought it would be a good idea to hold off for now.

Citizens Forum: Peggy Pearson informed Sunrise that 2 signs are gone on Ferry Road. The no parking signs and posts by the overlook and Ferry Road are gone. Tyler Richter, Sunrise Planning Commission, said there was a long discussion at the Sunrise Township Planning Commission regarding Rural Village Center (RVC) Zoning. Tyler Richter said this would be an education discussion opportunity to look at spot zoning in the RVC. Tyler Richter said if there is an opportunity to spot zone, I would be in favor of this. Tyler Richter also said regarding the new town hall CUP – how to manage the process – I believe there is someone on the Sunrise Board that is very close to being a general contractor and I would be in favor and saving the township money and using the Town Board member as a general contractor. Tyler Richter also suggested to turn off the comments on the Sunrise Township Facebook page. Clerk Kowalke said that this has been tried and Facebook will not allow this and Social Archive said it is illegal. Tyler was looking up some information on his phone and said that there seems to be some discrepancy with this.

Mr. Campbell said Sunrise is building their new town hall next to property. Mr. Campbell opined that Sunrise should be cautious when hiring contractors. Warning that people talk and if Sunrise is looking at hiring local to be aware the people will talk about Sunrise getting kickbacks.

JNR Letter – Notice of Tort Claim – CenturyLink: Jeske Noordergraaf talked to Attorney Ruppe that Sunrise should pay the bill. MATIT's recommendation that Sunrise keep a map of where all the pillars are placed. Troy Montague will keep a map.

Jeske Noordergraaf suggested that Sunrise make an amendment to the right of way management ordinance to state that – Sunrise Township requires a reflective marker be placed at least 6 feet above grade to be placed by the pillar. Place on agenda for December, 2023.

Ferry Road Maintenance – Wild River Snowmobile Club: Jeske Noordergraaf received a call from Kyle Johnson from Wild River Snowmobile Club. Troy Montague, Mark Osland and Jeske Noordergraaf met with Kyle Johnson where Sunrise wants snowmobilers to cross. Adam Meyer will be the Groomer for Wild River Snowmobile Club. Troy Montague will put up a 100 foot snow fence so snowmobilers don't go across the drain field.

Sunrise Township New Town Hall CUP off County Road 9: Greg Strom said that Chisago County passed Sunrise Township CUP on November 25, 2023 with conditions of hours of operation, 2 extra events per month, no outside music, screening is required 280 feet with 2 rows of pines.

Greg Strom said Sunrise is ready to post notice for request for proposals. The notice will have contractors Clerk Kowalke for plan and specs which can be emailed, mailed or pick-up. Greg Strom and Carl Peter "Pete" Johnson will be available for the contractors as well.

Greg Strom said the site is getting prepared. Had to move the drain field about 20 feet for the pine trees that are required by Chisago County for screening.

Information will be put out for the shell. Sunrise needs a minimum of 2 quotes
Ad will be placed in the Chisago County Press, Sunrise township Facebook page and on the Sunrise
Township website with any questions being directed to Greg Strom and Carl Peter “Pete” Johnson.
Timeline: Paper on November 30 and December 7 to be run and have quotes received no later than
January 11, 2024.

Current Town Hall: Jeske Noordergraaf said the Citizens Forum met and set another meeting. Deah
Szymanski has been doing research on the current town hall.

RVC: Sunrise Township Planning Commission made no recommendations to forward to Chisago
County Zoning for the new county ordinance. Tyler Richter said that Chisago County reached out to
townships as a courtesy. Peggy Pearson said that James McCarthy is going to check out who is
overseeing the DNR overlay. Tyler Richter read in the County Ordinance setbacks. Bill Campbell
discussed Patricia Peters houses. Tyler Richter looked up Ms. Peters’ PID’s which have been
combined into 1 PID. Jeske Noordergraaf asked if it would be helpful to know where people could
build. Eric Leivian said that Chisago County Planning Commission extended their decision to wait for
Sunrise Township’s input. Eric Leivian said the RVC allows for small business use without to having
their zoning changed. Does Sunrise want to encourage multiuse businesses in a smaller area.
*Motion by Mark Osland, second by Greg Strom to accept the planning commission meeting minutes to
be forwarded to Chisago County Planning Commission. Motion carried.*

Carl Peter “Pete” Johnson would like to the opportunity to expand.
Bill Campbell asked if individual property owner will get an opportunity to have their voice heard.
Eric Leivian said there is going to be a public hearing at the Chisago County level.
Deah Szymanski doesn’t believe this should be a decision that the Board should take lightly.

Snow Plowing Letter: The easement confirmation has not been returned from the property owner on
465th. The 2 residents on Locke Avenue are willing to enter into an easement. The property owners on
John Avenue which includes 4 home owners called and spoke with Greg Strom about a recorded
document for a 33 foot cart-way. Greg Strom said Sunrise can eliminate John Avenue property owners
from the easement documentation because of the cartway. Plowing to continue as it has been done.
Place on December Agenda

Vibo Trail: Cristina Mlejnek was absent but reported. Awarded concrete alternate per County
(additional funds okayed) \$245k, Preconstruction meeting was 11/9/2023, Winberg plans to start
November 27th.

River / Mill: Cristina Mlejnek was absent but reported. Final Pay Request ready to go, need
MnDOT’s walk through and sign off.

Noise Ordinance: Jeske Noordergraaf will reach out to the State again for signage.

Mower Damage: Segway Insurance called Treasurer Karen Anderson regarding mower damage.
After discussion with Segway It sounds like Sunrise will get paid.

Maintenance update: Troy Montague said they are working on pad at new town hall, hauled more
gravel, wing is on Mack truck, culverts on Haycreek are complete.

Board Member Meetings:

Dan Kaiser: absent,

Greg: regular mtg, planning commission, CCATO, Co Planning commission and co bd

Jeske: CCATO, reg. mtg, river road snow plowing mtg, co planning commission mtg, Group meeting to discuss current Town hall uses

Pete: regular, township pc

Mark: CCATO, reg. mtg, river road snow plowing mtg, co planning commission

Motion by Carl Peter “Pete” Johnson, second by Greg Strom to adjourn at 9:13 p.m. Motion carried.

Clerk Wendy S. Kowalke

Jeske Noordergraaf, Chair