Regular Meeting Sunrise Township - Corrected
Thursday, March 21, 2024
Royal Wilcox Community Center

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

Board Members Present:
Carl Peter "Pete" Johnson, Chair
Mark Osland, Vice Chair
Jeske Noordergraaf
Greg Strom
Adam Grobove III

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

Others Present:

Lynn Wolleat	Connie Grobove	Eric Leivian
Tony Charles	Deah Szymanski	Chad Lindberg
Charles W. Kreitz	Jack and Robin	Peggy Pearson

Officer Oath and Signatures: Supervisor Mark Osland, Clerk Wendy S. Kowalke and newly elected Supervisor Adam Grobove III took and signed the Officer Oath.

Approve Agenda: Motion by Carl Peter "Pete" Johnson, second by Greg Strom to approve the March, 2024 agenda. Motion carried.

Appoint Town Board Chair: Motion by Mark Osland to nominate Carl Peter "Pete" Johnson for Chair, second by Adam Grobove III. Hearing no other nominations, Motion carried.

Appoint Town Board Vice Chair: Mark Osland asked Jeske Noordergraaf if she would like to be the Vice Chair, Jeske Noordergraaf passed. Nomination by Carl Peter "Pete" Johnson to nominate Mark Osland as Vice Chair, second by Jeske Noordergraaf. Nomination passed.

Roles of Elected Official / Employees: Discussion took place as to what roles each Town Board Supervisor would like to be involved in, but not limited to said roles. Mark Osland volunteered to work on roads, working with maintenance staff. Greg Strom volunteer to continue to be the liaison for the Sunrise Planning Commission and the new town hall (off CR 9). Jeske Noordergraaf volunteered to continue working on the current town hall building committee (off River Road). Carl Peter "Pete" Johnson volunteer to work on the new town hall building (off CR 9) with Greg Strom. Adam Grobove III will be part of working on the ballfield (located off of Wilcox Road and CR 9) with Mark Osland.

Meeting Minutes: Motion by Mark Osland, second by Adam Grobove III to accept the February, 2024 meeting minutes. Motion carried.

Canvass Board Meeting Minutes Approval: Motion by Mark Osland, second by Jeske Noordergraaf to accept the 2024 Canvass Board Meeting Minutes. Motion carried.

Subcontractors Meeting Minutes Approval: Motion by Greg Strom, second by Carl Peter "Pete" Johnson to accept the February 2024 Subcontractors Meeting. Motion carried.

Clerk Update: Clerk Kowalke will be absent at the May, 2024 meeting. Chisago Lakes Clerk will step in to take meeting minutes. Surplus Services is updated and active. Xcel Energy will replace meters at 12350 Wilcox Road, 12439 River Road and 330 Oak St. in the next few weeks. Clerk Kowalke asked for input on the 2024 annual meeting minutes.

Treasurer Report: Motion by Mark Osland, second by Greg Strom to approve Treasurer Anderson's report with claims list 7271 through 7301 with additional claims.

Charles W. Kreitz II (250 pair of gopher ft. @ $4.00 a pair) $1,000.00
Motion Carried.
There was discussion by Eric Leivian regarding the Subordinate Service District (SSD).

Karen mentioned that she is still having trouble reconciling CTAS and needs help from a CTAS trainer @ MAT. She also has not yet gone through the SSD receipts but hopes to have this done by the April meeting.

Adopt Meeting Date and Time for Regular Board Meeting: Motion by Carl Peter "Pete" Johnson, second by Mark Osland to hold the Regular Town Board meetings on the 3rd Thursday of every month at 7:00 PM. Motion carried.

Designate Official Newspaper: Motion by Mark Osland, second by Jeske Noordergraaf to designate the Chisago County Press as the official township newspaper as they are the only paper that meets State Statute requirements. Motion carried.

Official Posting Place: Motion by Carl Peter "Pete" Johnson, second by Mark Osland to designate the Royal Wilcox Community Center posting board as the office posting place for Sunrise Township. Motion carried.

Set Compensation for Board Members: Motion to Mark Osland, second by Carl Peter "Pete" Johnson to keep the same compensation for Board Members at $100 per month and $70 per additional meeting. Motion carried.

Designate Bank as the Township Depository: Motion by Greg Strom, second by Adam Grobove III to designate MidwestOne Bank, Chisago City, MN as the official Township Depository Bank. Motion carried.

Designate Signers on the Banking Accounts: Motion by Mark Osland, second by Carl Peter "Pete" Johnson to add Adam Grobove III and remove Dan Kaiser from designated bank signers along with keeping Jeske Noordergraaf, Mark Osland, Greg Strom, Carl Peter "Pete" Johnson, Treasurer Karen Anderson and Clerk Wendy Kowalke as official bank signers. Motion carried.

Confirm w/ Treasurer the Town Financial Reporting Form will be filed with State Auditor by March 31: Treasurer Karen Anderson confirmed that the Financial Reporting Form has already been submitted to the State Auditor.

Identify when approval is needed for attending meetings: Motion by Mark Osland, second by Adam Grobove III to identify that the monthly CCATO Meeting, Regular Town Board Meeting, any Chisago County meetings, Sunrise Planning Commission Meetings and Chisago County Planning Commission meeting are approved for attendance. Additional meeting and trainings should have Sunrise Town Board approval. Motion carried.

Confirm w/ Clerk the list of Officers will be sent to the MN Assoc. of Townships after Reorganization Meeting: Clerk Kowalke will send list of Officers to MN Assoc. of Townships after the March Reorganization Meeting.

Confirm w/ Treasurer Levy report will be sent to Chisago County within a week after the Reorganization Meeting. Treasurer Karen Anderson confirmed that the Levy Report will be turned into Chisago County after the Reorganization Meeting.

Treasurer Electronic Pay Policy: Motion by Carl Peter "Pete" Johnson, second by Mark Osland to accept the 2024 Electronic Pay Policy. Motion carried.

Appoint Sunrise Planning Commission: Motion by Greg Strom, second by Jeske Noordergraaf to appoint the current Sunrise Planning Commission as all members are interested in continuing on this Commission.

Board of Appeal and Equalization: The Sunrise Township Board of Appeal and Equalization will be Thursday, April 25 at 9:30 AM at the Royal Wilcox Community Center, North Branch, MN (Sunrise).

Gravel Bids: Troy Montague has not received any gravel bids back from contractors. Knife River, Bjorkland and Rydberg & Sons have all the information. Troy Montague asked contractors for different gravel this year to have more clay and smaller crushed rock, more binder. Knife River said they couldn't meet the specs. Also, Troy Montague asked to have gravel placed before we get chloride. Place on April agenda. Roads to be graveled in 2024 will be Kost Trail, River Road and Peaceful Valley north of 430th street and Troy Montague plan on placing 3,200 to 3,500 yards of gravel.

Township Computer Concerns: Jeske Noordergraaf said we have not received the bill from Computer Wrangler yet. Dave, from Computer Wrangler said that the township computers had only shared One Drive and not a one drive for each of computer. Motion by Jeske Noordergraaf, second by Adam Grobove III to contract with Computer Wrangler to install one drive on the computers so there is a backup as to not loose township documentation. Dave also still needs to work on Troy Montague's computer. Motion carried. It was requested of Clerk Kowalke, Treasurer Anderson and Troy Montague that they contact Dave and that this work be done before the April meeting.

Fire Proof File Cabinets: Clerk Kowalke explained that there is no more room in any of the fire proof file cabinets that the Township currently owns. Additional files are being kept in xerox boxes and plastic file totes. It was explained that we will need approximately 6 or more fire proof cabinets to place current files in cabinets and to allow for additional storage.

GIS Mapping Update to Mn/DOT: Clerk Kowalke informed the Sunrise Board that Mn/DOT requested an update from Sunrise Township on blacktop roads. Clerk Kowalke sent information to Mn/DOT. This is the first time that Clerk Kowalke has been asked for this information so additional information was sent to Mn/DOT on all of the Township's blacktop roads.

Closed Meeting Procedures: Jeske Noordergraaf went over closed meeting procedures from Chisago County. Clerk Kowalke to check with Chisago County Administrator Chase Burnham to find out how to arrange a closed meeting – what is the procedure to approve a closed meeting. Closed meeting has to have the Statute stated in the posting of what the closed meeting is covering and what Statute allows

for that particular closed meeting. Closed meetings must be recorded and that recording must be kept for at least 3 years.

Temporary Speed Utility Trailer Unit from Sheriff's Department: Chisago County Sheriff's will place the temporary speed utility trailers on Wilcox Road as soon as they start using them for 2024. Troy Montague will work with the Chisago County Sheriff's Office to place the speed utility trailers on Wilcox Road east of CR 67 (Keystone Avenue) 2/3rds of the way from Keystone and 3/4 of a mile east of Trulson on Wilcox.

Sunrise Township New Logo: Jeske Noordergraaf said it would be a good time to freshen the logo up with the new website. Charlotte Wilcox provided some examples of possible new logos.

Road Tour: Carl Peter "Pete" Johnson will reach out to Pastor David Stertz to see what his availability would be and if he is willing to provide transportation for Town Board members to complete their annual road tour. This will be done on 2 separate dates. Place on April agenda.

Road Maintenance Spreadsheet: Troy Montague thinks the spreadsheet is misleading. Some roads need more gravel because of the number of cars that travel on certain roads. Clerk Kowalke to send an update to the website provider and have them put a disclaimer on the spreadsheet that this spreadsheet is "projection only". Clerk Kowalke was instructed by the Board to remove the spreadsheet from the website until an update is made after the road tour.

ROW Permit: Sunrise Township Board is requesting that Bob Lyons from East Center Electric attend the April meeting to discuss ROW infrastructure layout. Adam Grobove III asked if this will affect future projects. There are currently no rebuilds planned in the area that ECE will be installing fiber.

370th St. – Doug Engler: Doug Engler was present to discuss paving 370th Street. Mr. Engler said there 13 or 14 property owners – Mr. Engler said he has not talked to everyone regarding paving 370th at this point. Mr. Engler asked how do we start to get the project started. Carl Peter "Pete" Johnson said this is not a heavily traveled road so it's not something that we would pave. Jeske Noordergraaf said to ask engineer to get a cost. Greg Strom said it is 2145 feet from the section line. May have to require a cul de sac to create a turn around. Troy Montague mentioned it would be a short hammer-head. Carl Peter "Pete" Johnson and Greg Strom said you would have to have a unanimous agreement from all the property owners to proceed. Troy Montague will contact Prefer Paving, Knife River and DW to get pricing on paving. There are good ditches on 370th to Nustad, ditching would need to be done west of Nustad. Place on April agenda.

Citizen Forum: Eric Leivian: Concerning Roads – wouldn't the Board Member that volunteered to be in charge of roads along with maintenance take care of this project for 370th. Wouldn't that Board Member be in charge of the research? File Storage: Would it be more economical to contract out storage. Computers: One Drive – will all staff have access to files off line if internet goes down. Logo: This would be the 3rd logo change in 12 years. File types on the website - .tiff files – not everyone can open these files. Clerk Kowalke explained that with the new website that will more than likely be a requirement to have everything put into PDF files. Also Clerk Kowalke had a computer person install a program on her computer so all files can now be scanned as PDF files. ROW Ordinance: Sunrise Township has a ROW Ordinance that ECE can follow. This ordinance was set up when the Subordinate Service District (SSD) was initiated. ROW applications should be covered in the ordinance.
Peggy: No parking signs are gone on Ferry Road. Troy Montague reached out to Wild River State Park regarding the no parking signs. Troy Montague said Sunrise is not required to have a sign and the

park does not want a sign. There are "no parking" signs at the cemetery and at the end of Ferry Road which indicate that parking is not allowed between the signs.

Sunrise Township Website: All files should be moved to pdf format with the new website. April meeting to make a decision on website design company. Jeske Noordergraaf prefers the web designer who did Taylor's Falls website.

Town Hall Shell Quotes: Greg Strom reported that shell material, trusses, poles, steel and gutters are delivered. Walters Builders should be onsite in a couple of weeks.

Place on April agenda: Contracts for next meeting: electrical plan, flooring, interior framing, interior mill work and trim.

Talk about propane. Best to purchase our own tank. The well was also discussed.

Town Hall (River Road): Jeske Noordergraaf reported there is interest in moving this building to the threshing grounds. Lynn Wolleat reported they are meeting next week to discuss the town hall.

Noise Ordinance signage update: Treasurer Anderson said the check is being sent to the state with the application that Clerk Kowalke filled out. Eric Leivian said that the jake braking has subsided after the annual meeting.

Hire Part-time administrator: No discussion

Maintenance Update: Troy Montague said Seal Tech gave a quote on crack filling of $22,287.50 for 2024 for all road besides Wilcox Road. Troy Montague is recommending Sunrise Township not crack fill except the large crack on Vibo Trail which will cost approximately $1,100 because there has been no snow plowing damage and the roads look good. Completed dirt work on town hall pad. Greg Strom said that part of the conditional use permit for the new town hall (off CR 9) is to improve the driveway. In the future the driveway will more than likely need to be widened. Troy Montague would like to attend the LTAP mtg on the 3rd of April. Motion by Mark Osland, second by Jeske Noordergraaf to approve Troy Montague to attend the LTAP meeting on April 3. Motion carried.

Short courses: Jeske Noordergraaf mentioned that the MN Assoc. of Townships would be helpful for Adam Grobove III to attend. Adam Grobove III is interested in attending.

Board Member Meetings:
Adam: regular meeting
Greg: regular meeting, 2 budget mtgs
Jeske: reg. mtg, CCATO, 2 budget mts, 2 town hall mtgs
Pete: regular, CCATO, 2 budget mtgs
Mark: reg. mtg, CCATO, 2 budget mtgs

Additional Items Discussed:
Motion by Jeske Noordergraaf, second by Adam Grobove III to post Wilcox Road at 45 mph. Motion carried.

Motion by Jeske Noordergraaf, second by Greg Strom to accept the March, 2024 meeting minutes with adding additional verbiage for the reasoning of Sunrise Township posting the 45 MPH speed limit under Wilcox Road:

1. *Citizen complaints concerning safety for walkers and children*
2. *The pedestrian use of the roadside for daily walks and exercising*
3. *Observation of people walking daily and their interaction with vehicle traffic due to the limited shoulder*
4. *No alternative options for walking such as a trail or sidewalk at this time.*
5. *Reduce speed in preparation for sharp turns on Wilcox Road.*

Motion carried.

Adam Grobove III asked about children playing signs. Jeske Noordergraaf reported a number of years ago the state retro reflectivity plan and recommended minimizing the number of signs as possible. Lynn Wolleat said the Sunrise Town Board had him take all the children at play signs down in the past.

Motion by Greg Strom, second by Carl Peter "Pete" Johnson adjourn at 8:53 p.m. Motion carried.

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Clerk Wendy S. Kowalke Carl Peter "Pete" Johnson, Chair