**Regular Meeting Sunrise Township**
**Thursday, May 19, 2022**
**Royal Wilcox Community Center**

Vice 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:**
Mark Osland, Chair (absent)
Jeske Noordergraaf, Vice Chair
Dan Kaiser
Eric Leivian
Carl Peter "Pete" Johnson

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

**Others Present:**

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|---|---|---|
| Stephen Forner | Peggy Pearson | Reed Miner |
| Clair Dickson | Calvin Anderson | |
| Rob Phillips | Glenn Mell | |

**Approve Agenda:** Motion by Dan Kaiser, second Eric Leivian to approve the May agenda with a change to the employee handbook. Motion carried.

**Meeting Minutes:** Motion by Dan Kaiser, second by Eric Leivian to accept the April 2022 meeting minutes. Motion carried.

**Clerk Update**: NONE.

**Treasurer Report:** Motion by Dan Kaiser, second by Carl Peter "Pete" Johnson to approve claims list 6600 through 6635 with the following additional expenditures. Motion carried.

Calvin Anderson (123 pr of gopher feet @ $4.00 per pair).....$492.00
Glenn Mell (26 pr of gopher feet @ $4.00 per pair).....$104.00

Jeske Noordergraaf asked how much additional expense it would be to provide automatic deposit for employees. Sunrise Township's current bank cannot do direct deposit because it has to go through an outside source. Treasurer Anderson will check on automatic depositing. Treasurer Anderson said the CenturyLink bond is at 4.5%.

American Rescue Plan (ARPA) report needs to be filed noting that there is no late fee penalty. Treasurer Anderson is working on the report. Clerk Kowalke may have to change administrative rights for Treasurer Anderson to have access.

Lake Area Bank is in the process of being sold.

Clerk Kowalke to check on insurance pricing to make sure that it falls in line with what was quoted.

**475th and James Culvert Placement**: Cristina Mlejnek reported that there is 3,000 feet of ditch that needs cleaning, regrading and a culvert needs to be installed on north side of the intersection. Wetland needs to be delineated. Lowering first 2 culverts east of the intersection. Staking to help provide the grade lines and culvert level. Put in a culvert from the center of James the culvert would need to be down approximately 4 feet to the bottom. 82 feet of concrete pipe. There is a beaver dam on Claire Dickson's land. It would be the responsibility of Mr. Dickson to remove the beaver dam. The next step is to be delineate the wetlands which was recommended by the engineer. Motion by Carl Peter "Pete" Johnson, second by Eric Leivian to continue the project as directed by the engineer. Motion carried.

**River Road / Mill St**. Cristina Mlejnek reported Knife River was the lowest bidder. The low bid is about $84,000 over the grant amount which would be the Township's responsibility. Knife River is planning to start August, 2022 if awarded. Motion by Dan Kaiser, second by Eric Leivian to award bid to Knife River. Motion carried.

The Sunrise Township's attorney, Couri and Ruppe, came back with a permanent easement which Cristina Mlejnek will pass on to Stepp Manufacturing.

**Commissioner Rick Greene Report**: absent.

**450th Street**: No action taken.

**Fire Proof Cabinets**: Clerk Kowalke stated there is no room left in the file cabinets at the shop. Sunrise Township needs to purchase at least 4 legal size cabinets. Dan Kaiser will check on legal fire proof cabinets.

**Compensation Wages- Lynn Wolleat**: Motion by Carl Peter "Pete" Johnson, second Eric Leivian to pay Lynn Wolleat 180 hours of compensation at his current wage taking out taxes. Motion carried. Motion by Carl Peter "Pete" Johnson, second by Eric Leivian to pay Lynn Wolleat 4 weeks of unused vacation at the current wage minus taxes. Motion carried.

**PEIP – Troy Montague**: PEIP authorized Troy Montague. PEIP will be sending the appropriate paperwork to Troy.

**PEIP Insurance continuance for Lynn Wolleat:** Treasurer Anderson stated that COBRA will be contacting Lynn Wolleat regarding insurance. Lynn Wolleat's insurance ends on May 31, 2022.

**Lead Maintenance Phone**: Lynn Wolleat would like to keep Sunrise Township cell phone number as his personal number. The Town Board said that the phone and the phone number belong to Sunrise Township. It was explained that when Lynn obtains a new personal cell number he can transfer the contacts over to his new phone. Treasurer Anderson will meet with Lynn at a Verizon store to help him obtain a new phone and have contacts transferred to his new number.

**Laptop and software for Troy**: Eric Leivian will order laptop, printer / scanner and software for Troy Montegue for the shop.

**Radios and Base**: Lead Maintenance Troy Montague will look into radios and base to see what is needed. Place on June agenda. There are a lot of areas throughout Sunrise Township that the cellphones do not work.

**Storm Damage**: Troy Montegue said that Poor Farm Road and 400th were the most damage. All three employees put in approximately 10 hours combined.

**Road Tour**: Set for May 26 and 27 from 5 to 8 PM. Pictures were provided at the April meeting by a citizens of road damage.

**Citizen's Forum**:
Reed Miner – wanted to thank the Sunrise Board for all the work that they do.

Meeting Minutes possible correction: August 2021 minutes. It was brought to the attention that there may be a mistake in the 2021 minutes: Ferry Road is not responsible for plowing – may need to be corrected.

Meeting Minutes – place on June, 2022 Agenda: December, 2021 – check list 2021 – Ask Cristina Mlejnek to following up with check list on the June Agenda.

Clair Dickson – happy with snow removal over the years. The new gravel is a big improve. Clair also wanted to thank the Sunrise Board regarding the 475th project.

Rob Phillips – thanked the Board for the 475th project as well. Rob also asked about the time line for the wetland delineation.

**New Town Hall Updates**:
*Task Force*: Dan Kaiser sent out an e-mail out looking for a consensus when would be a good time to meet.

**Road Maintenance Agreement with Amador Township:** Jeske Noordergraaf stated there is was a verbal agreement reached with Sunrise Township and Amador Township that Sunrise will maintain River Road and Amador Township will maintain 400th in addition to little triangle on the corner of CR 70. The following is a written road agreement was signed by Amador and Sunrise Township.

Motion by Dan Kaiser, second by Carl Peter "Pete" Johnson to accept the agreement. Motion carried.

***Agreement between Sunrise Township, MN and Amador Township, MN***

Sunrise Township and Amador Township are entering into an agreement to swap the maintenance of several sections of road as these sections are more convenient for the other Township to maintain. This agreement was made in January, 2022.
The sections that Amador Township will maintain for Sunrise Township are:

1. 400th Street from Poor Farm Rd East to the Township Boundary line.
2. The gravel cutoff on Oriole Avenue where Oriole Ave., North of 95 makes a 90 degree turn to the East.

The section that Sunrise Township will maintain for Amador Township is:

1. River Road from the township line to Oriole Ave.

Maintenance includes:

1. Snowplowing
2. Grading
3. Mowing the ditches
4. Further maintenance needed will be discussed as it presents.

Signed 5-19-2022.

**938M CAT Wheel Loader**: Supervisor Eric Leivian has not heard back from Ziegler.

**Internet Update**: Jeske Noordergraaf will attend the Home Town Fiber meeting to be held at the Chisago County Courthouse on May 24, 2022 at 5 PM at the Courthouse. Clerk Kowalke e-mail County Administrator Chase Burnham to get meeting details.

**Step System**: Motion by Dan Kaiser, second by Carl Peter "Pete" Johnson to approve the employee Step System. Motion carried.

*Per Step System*: Part-time will receive a cost of living effective January 1, 2023 to be decided on December 2022. Part-time Employee raise: Steve Forner and Steve Anderson will received a 4% increase retro to May 1, 2022.

**Employee Handbook**: Motion Eric Leivian, second by Jeske Noordergraaf to update the employee handbook on page 8, under performance eval, paragraph 2 – salary adjustment – remove/ strike. salary adjustment. Motion carried.

**Maintenance update**: Troy Montegue is doing well. Terry's Disposal is going to start billing Sunrise for trash disposal. Hired Trevor Haaven to do some brushing down in the ditches. Lime was spread with the bobcat. Troy will come up with some recommendation regarding cleaning the sidewalks that are planned to be built for the Mill Street project in the winter. Troy will get some prices on a John Deere Tractor (Lynne Wolleat said Sunrise usually go through Doyle in SD)

**Board Member Meetings**:
Dan Kaiser: Equalization, reg mtg.
Eric: equalization, reg mtg.
Jeske: Regular Board Meeting, CCATO, equalization
Mark: (absent)
Pete: CCATO, reg mtg.,Bd of adjustment

Motion by Eric Leivian, second by Carl Peter "Pete" Johnson adjourn at 8:32 p.m. Motion carried.

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Clerk Wendy S. Kowalke Jeske Noordergraaf, Vice Chair