Regular Meeting Sunrise Township
Thursday, April 21, 2022
Royal Wilcox Community Center

Chair 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
Jeske Noordergraaf, Vice Chair
Carl Peter "Pete" Johnson
Dan Kaiser
Eric Leivian

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

Others Present:

Stephen Forner	Peggy Pearson
Clair Dickson	Rick Greene, Commissioner
Rob Phillips	Troy Gabler, Clifton Larson Allen, LLC

Approve Agenda: Motion by Dan Kaiser, second Jeske Noordergraaf to approve the April agenda with spelling correction of Rush City Fire Contract to be "signed". Motion carried.

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

Signed Corrected January Meeting Minutes: Minutes signed by Chair Mark Osland and Clerk Wendy Kowalke.

Clerk Update: NONE.

Treasurer Report: Motion by Dan Kaiser, second by Carl Peter "Pete" Johnson to approve claims list 6570 through 6599 with no additional expenditures. Motion carried.

Clifton Larson Allen, LLC Audit Overview: Troy went over 2021 Year-End Audit. Sunrise Township runs on Cash Basis. Sunrise Township has a Unmodified "Clean" Opinion. Material Weakness: Financial reporting process, segregation of duties. Significant Deficiencies – reviewing paid time off and hours worked for hourly employees. Legal compliance – one item was paid late. Best practice recommendation – track purchases. Motion by Jeske Noordergraaf, second by Carl Peter "Pete" Johnson to approve the 2021 Year-End Audit. Motion carried.

Commissioner Rick Greene Report: Commissioner Greene distributed a re-districting map to begin January 2023 for Chisago County. Sunrise Township will be in District 5 for County Commissioners starting January 2023. North Branch will be a district by itself.

More Ferry Road: Charlotte Wilcox went over meeting minutes from 1975 to 1992. The road was dedicated September 25, 1975. There was a signed road order and it was recorded. More Ferry Road

is actually a 4 rod road (66 foot easement). Couldn't find a record of who surveyed the road. It goes over 1/4 mile north from HWY 95. On the date that the road order was signed Wallace Lantz wanted to get to his a field. Wallace Lantz paid for damages award and will construct the road in a fashion acceptable to Sunrise Town Board and maintain for at least one year before the Sunrise Board would actually take over the road. Charlotte Wilcox couldn't find any record where the Sunrise Board took over the road. In 1977 there was a request to have a road built to the Wheeler property. This went on for over 10 years. There was an agreement in February 14, 1990 to build a road. Sunrise Township never maintained the road. Under State Statute 365.10 subd. 11 – if a road is not maintained for 25 years then the road is abandoned. The People at the annual meeting must vote to maintain the road.

Ferry Road – No Parking Ordinance: Motion by Carl Peter "Pete" Johnson, Eric Leivian.

SUNRISE TOWNSHIP, CHISAGO COUNTY, STATE OF MINNESOTA
ORDINANCE NO.
ORDINANCE REGULATING PARKING ON FERRY ROAD

The Board of Supervisors of the Town of Sunrise hereby ordains:

Section 1. Definitions. For the purpose of this Ordinance, the following terms shall have the meaning given:

a. *Park*: for purposes of this Section the term "Park" includes the terms stand, standing, stop and stopping.
b. *Town*: Sunrise Township.
c. *Vehicle*: car, boat, truck, van, bus, trailer, camper (whether motorized or not), wagon, motorcycle, commercial vehicle, snowmobile or other object or piece of equipment.

Section 2. Parking Prohibition. No person or party shall park any vehicle on either side of Ferry Road from the north end of the cemetery to the Sunrise Landing parking lot.

Section 3. Enforcement. The Town Board, the Board's designee, or any duly licensed and appointed law enforcement officer of the State of Minnesota or its political subdivisions may enforce this Ordinance.

Section 4. Penalty. A person authorized to enforce this Ordinance is hereby authorized to ticket and/or remove any offending vehicle. The vehicle shall be towed and stored at owner's own expense. In addition to forced removal of the vehicle, violations of this Ordinance shall constitute a petty misdemeanor as defined by Minnesota Statute § 609.02, Subd. 4A as from time to time amended, including the cost of prosecution, and shall be punishable by a fine of $50. Each day a violation shall occur shall constitute a separate violation.

Section 5. Severability. If a court of proper jurisdiction shall find any portion of this Ordinance unconstitutional or otherwise invalid, all remaining provisions shall remain in effect and shall not be affected by the ruling on the invalid section.

Section 6. Effective Date. This Ordinance shall be effective upon passage and publication in summary fashion in the official Township newspaper.

Section 7. Repealer. All prior ordinances to the extent that they are inconsistent with the terms and provisions of this Ordinance, shall be deemed repealed after the effective date of this Ordinance with regard to those inconsistent terms and provisions.

Adopted by the Town Board of Supervisors on this 21st day of April 2022.

Mill / River Road – No Parking Ordinance: Motion by Mark Osland, second Eric Leivian hold on publishing until project is complete. Motion carried.

SUNRISE TOWNSHIP, CHISAGO COUNTY, STATE OF MINNESOTA
ORDINANCE NO. 2022-04-21-1
ORDINANCE REGULATING PARKING ON RIVER ROAD AND MILL STREET

The Board of Supervisors of the Town of Sunrise hereby ordains:

Section 1. Definitions. For the purpose of this Ordinance, the following terms shall have the meaning given:

d. *Park*: for purposes of this Section the term "Park" includes the terms stand, standing, stop and stopping.
e. *Town*: Sunrise Township.
f. *Vehicle*: car, boat, truck, van, bus, trailer, camper (whether motorized or not), wagon, motorcycle, commercial vehicle, snowmobile or other object or piece of equipment.

Section 2. Parking Prohibition. No person or party shall park or allow to be parked any vehicle on River Road and Mill Street between Wilcox Road and Sunrise Road (CR 9).

Section 3. Enforcement. The Town Board, the Board's designee, or any duly licensed and appointed law enforcement officer of the State of Minnesota or its political subdivisions may enforce this Ordinance.

Section 4. Penalty. A person authorized to enforce this Ordinance is hereby authorized to ticket and/or remove any offending vehicle. The vehicle shall be towed and stored at owner's own expense. In addition to forced removal of the vehicle, violations of this Ordinance shall constitute a petty misdemeanor as defined by Minnesota Statute § 609.02, Subd. 4A as from time to time amended, including the cost of prosecution, and shall be punishable by a fine of $50. Each day a violation shall occur shall constitute a separate violation.

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Adopted by the Town Board of Supervisors on this 21st day of April 2022.

2022 Rush City Fire Contract: Motion by Carl Peter Pete Johnson, second by Dan Kaiser to accept and sign the 2022 Rush City Fire Contract. Motion carried.

Lead Maintenance Phone: Motion by Dan Kaiser, second by Eric Leivian to pay New Hiree Lead Maintenance, Troy Montague, $50 per month through the end of May 31, 2022 for the use of his personal phone for Sunrise Township business. Motion carried. The Sunrise Township cell phone will then transition from Lynn Wolleat to Troy Montague as that is the published number for the Township.

Lead Maintenance Hiree: Motion by Dan Kaiser, second by Jeske Noordergraaf to approve the hiring of Troy Montague as Sunrise Township Lead Maintenance. Mr. Montague's official start date is Monday, May 2, 2022. Motion carried.

Motion by Mark Osland, second by Eric Leivian to offer the following:

Probation first 3 months of $4,506.67 per month ($26 estimate hourly rate) $54,080.04 yearly
4 to 6 months: $58,240.08 yearly; $4,853.54 per month (estimate of $28)
After probation: at the start of the 7th month: Step 1 - $61, 947.26 yearly ; monthly $5,162.26
After the 1st years – the Step System will take affect:
After yearly increase with step.
A tripend up to $900 per month will be paid for a health policy for Troy Montague
Vacation information is in employee manual.
Safety equipment reimbursement of up to $200 with receipts

Motion carried.

Donation requests: Motion by Dan Kaiser, second by Mark Osland to accept donation requests from the following entities per the 2022 Citizens Annual Meeting donation amount:

Sunrise Cemetery Association.....$200.00
Family Pathways Food Shelf.....$2,000.00
Chisago County Historical Society.....$400.00
North Branch Fire & Rescue $400.00
Seven County Senior Federation $400.00
Chisago County Senior Center $600.00

Motion carried. .

Road Tour: Pastor Dave of the Sunrise Bible Church personally purchased a 12 person van which he is willing to provide to Sunrise Township for the road tour. Motion by Mark Osland, second by Dan Kaiser to reimburse Pastor Dave for mileage. Motion carried. Road tour to be determined at a later date.

Part-time Maintenance Review: Motion by Mark Osland, second by Jeske Noordergaaf to approve a $50 phone allowance per month for using his personal phone, up to a $200 safety allowance per year which must have receipts to prove safety equipment purchase, raise retroactive to May 1 once the Sunrise Township Step System is in place. Motion carried

Sunrise Township Step System: Motion by Eric Leivian, second by Carl Peter "Pete" Johhnson to approve the Sunrise Township Step System for pay increases. Motion carried. Sunrise Township Board would like to keep pay increases and performance review separated.

Board of Equalization: Thursday, April 28, 9:30 AM

Citizen's Forum: NONE.

New Town Hall Updates:
Task Force: Dan Kaiser talked with the contractor who built Chisago Lakes Town Hall. Dan is waiting to hear back with some pricing. The task force has not yet met but a meeting will be scheduled soon.

475th and James Culvert Placement: Cristina Mlejnek said the topographical survey is complete. Data is being put together to make is easier to look at and understand.

American Rescue Plan Resolution: Motion by Dan Kaiser, second by Carl Peter "Pete" Johnson. Carried.

Resolution to Spend ARPA Funds on
Lost Revenue Replacement Category
Sunrise Township Resolution No. 2022-04-21

WHEREAS, the American Rescue Plan Act, H.R. 1319 (ARPA) was signed into law by President Biden in March of 2021,

WHEREAS, ARPA modifies provisions of Title VI of the Social Security Act (42 U.S.C. § 801 et seq.),

WHEREAS, 42 U.S.C. § 803 (b)(2) appropriates $19,530,000,000 to non-entitlement units of government (NEUs) to mitigate the fiscal effects stemming from the public health emergency with respect to COVID-19,

WHEREAS, the appropriations under 42 U.S.C. § 803 (b)(2) are titled State and Local Fiscal Recovery Funds (SLFRF),

WHEREAS, A non-entitlement unit of government is defined as "… a 'city', as that term is defined in section 102(a)(5) of the Housing and Community Development Act of 1974 (42 U.S.C. 5302(a)(5))), that is not a metropolitan city." 42 U.S.C. 5302(a)(5) defines a city as: "… any unit of general local government which is classified as a municipality by the United States Bureau of the Census …", which covers all townships in Minnesota,

WHEREAS, **Sunrise** Township (the Town) is a non-entitlement unit of government and has received its portion of the SLFRF,

WHEREAS, 42 U.S.C. § 803 (c) permits NEUs to spend ARPA funds under one of four major categories, which include (A) responses to the COVID-19 Pandemic and its negative economic impacts, (B) providing premium pay to essential employees, (C) for government services to the extent of the reduction in revenue, and (D) investments in water, sewer, and broadband,

WHEREAS, 86 Fed. Reg. 26,801 (May 17, 2021) indicates that any amount attributable under lost revenue replacement can be used towards government services, but cannot be used as debt service or to create or replenish savings (rainy-day fund),

WHEREAS, in January of 2022 the Department of Treasury (Treasury) released the completed Interim Final Rule titled SLFRF Final Rule (Final Rule), establishing the completed guidance for the SLFRF,

WHEREAS, page 240 of the Final Rule indicates that the Treasury allows lost revenue replacement to be calculated through a formula as provided by the Treasury, or by a $10,000,000 "standard allowance,"

WHEREAS, the Town will use $227,252.38 as allotted to them by the standard allowance,

WHEREAS, the Town seeks to pay for government services with funds out of lost revenue replacement,

WHEREAS, the provisions of government services is a permitted expenditure category by the United States Department of Treasury in its Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds,

NOW THEREFORE BE IT RESOLVED, that The Town will use ARPA funds to pay for the provision of government services in 2024 as part of lost revenue replacement,

BE IT FINALLY RESOLVED, that the provision of government services for (2024) is project #2024-001 .
Passed this 21st Day of April 2022

Job Descriptions: Completed and all employees, supervisors, clerk and treasurer have received a printed copy of the employee manual.

River Road / Mill St. – Jeske Noordergraaf said that the owner of the surrounding properties is going to clean up these lots. The surrounding property owner asked if there are section markers so they can use to help in surveying. Cristina Mlejnek said she can provide this information. State aide has been approved on plans and specs. Estimation $404,000 for construction. Cristina believes that Sunrise may be able to save up to $38k in certain bid items if bids come in good, under the estimate. Sunrise Township was approved for the State grant @ $365,000. Tuesday, May 10, 2022 is bid opening. (Sunrise Township would be responsible for approximately $39,000 plus engineering fees). May 9, 2022 Xcel will be moving a pole. Cristina will send easement information to Clerk Kowalke to forward to Sunrise Township Attorney for review.

Cristina Mlejnek said that additional parking creation isn't eligible for funding. Parking on River Road should not change that much. There should be enough room on Mill Street to have perpendicular parking.

Drug Consortium: Sunrise Town Board would like to add part-time employee Stephen Forner to the drug consortium. Clerk Kowalke to arrange for testing.

Road Maintenance Agreement with Amador Township: Jeske Noordergraaf stated there is a verbal agreement 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. Place on May agenda for further clarification and paperwork.

Employee Handbook: Motion by Eric Leivian, second by Dan Kaiser to accept the Sunrise Township Employee Handbook with the change that the health insurance stipend can be used to cover family also. Motion carried.

938M CAT Wheel Loader: Supervisor Eric Leivian said it is being built.

Internet Update: Jeske Noordergraaf: Hometown Fiber surveyed the internet to Chisago County and many areas have poor service. The estimate to provide service is between $3,000 to $4,000 per house. Chisago County Commissioners said they are willing to spend some of their ARPA money on internet installation for Chisago County Citizens. Hometown Fiber is to bring more details to Chisago County and then a meeting will be scheduled to include cities and townships to plan how to address this issue.

Ferry Road / Snowmobiles: This is complete for the year. No Parking Signs: Sunrise Township Board suggested to place one at the cemetery and one at the exit out of the park. Clerk Kowalke to contact Sheriff Thyen for requirements on how many signs need to be placed.

Lead Maintenance: Troy Montague has been hired for lead maintenance position.

Maintenance update: The Mack has a bad valve cover leak and needs to go to a garage to be repaired, signs that have been lost over the winter are being reinstalled. John Deere Tractor mower needs to be replaced. 371st Street needs gravel.

Board Member Meetings:
Dan Kaiser: CCATO, Regular Mtg, Interviews
Eric: Board meeting, interviews
Jeske: Regular Board Meeting, interviews, county
Mark: reg mtg, CCATO, interviews
Pete: CCATO, reg mtg., interviews

Motion by Eric Leivian , second by Dan Kaiser adjourn at 9:05 p.m. Motion carried.

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Clerk Wendy S. Kowalke Mark Osland, Chair