Regular Meeting Sunrise Township
Thursday, March 20, 2025
Sunrise Town Hall, 12080 Sunrise Road, Harris, MN 55032

Chairperson Carl Peter "Pete" Johnson 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
Phillip Meers
Greg Strom
Adam Grobove III

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

Others Present:

Peggy Pearson
Charlotte Wilcox
Guy Ellis
Terri Berg
Bill Campbell
Lynn Wolleat
Carol Chandler
BJ Thorstenson
Scott Berg
Kim Meers
Rand Lauson
Todd Thieman
Leah Berg
Tyler Richter

Officer Oath and Signature of New Board Member Phillip Meers: Board Member Phillip Meers took and signed the Officer Oath.

Approve Agenda: Motion by Mark Osland, second by Adam Grobove, III to approve the March 2025 agenda. Motion carried.

Appoint Town Board Chair: Motin by Adam Grobove, III, second by Greg Strom for Carl Peter "Pete" Johnson for Board Chair. Motion carried.

Appoint Town Board Vice Chair: Motion by Greg Strom, second by Adam Grobove, III for Mark Osland to be Vice Chair. Motion carried.

Meeting Minutes: Motion by Greg Strom, second by Phillip Meers to accept the February 2025 meeting minutes. Motion carried.

Canvass Board Meeting Minutes Approval: Motion by Carl Peter "Pete" Johnson, second by Adam Gobove, III to approve the Canvass Board 2025 Meeting Minutes. Motion carried.

Clerk Update: Commissioner Dan Dahlberg is inquiring about the use of the new town hall, informed the Town Board about Spring Short Courses and Couri & Ruppi is holding legal seminars.

Treasurer Report: Motion by Mark Osland, second by Adam Grobove, III to approve Treasurer Anderson's report with claims list 7655 through 7676 with no additional claims. Motion carried.

Mark Osland is requesting that Treasurer Karen Anderson provide a signed report to accompany the State Audit Report.

Town Road Vacation Petition – Examination of Petition for Acceptance or Non-acceptance (445th St. – Todd Thieman – PETITION WAS NOT ACCEPTED: Todd Thieman believes there is no land lock. Todd Thieman believes the current owners can do an easement. Todd Thieman submitted a Petition that is invalid. *Motion by Mark Osland, second by Adam Grobove, III to deny the petition to vacate 445th Street due to the lack of eight signatures of landowners within three miles of the road. Specifically, the signature of Damion Morris and Waylon Fairbanks are both denied because they do not own the parcels they listed as their addresses. Further, the address of Waylon Fairbanks is located more than three miles from the road. The signature of Carmen Sutton cannot be verified because the parcel listed as her address is in the name of a trust and the township has no way of ascertaining whether the signer is a trustee of the trust. Motion carried.*

Adam Grobove, III stated there are five parcels affected. Supervisor Grobove, III asked Todd Thieman if he has contacted the parcels that are directly affected. Mr. Thieman said he has not contacted the five parcel property owners that are directly affected. The Sunrise Board is very concerned about the possible implications of landlocking any property. Mr. Thieman restated that he believes the property owners can create an easement. Charlotte Wilcox said if Mr. Thieman brings a valid petition to the Sunrise Town Board, the Board is required to consider the petition and hold a public hearing and every affected land owner needs to be notified. Supervisor Adam Grobove, III requested that the Neuman, and the Berg's - Parcels 591 and 589 will be affected by the decision the Twon Board makes in the future.

Adopt meeting date and time for regular board meetings: Motion by Mark Osland, second by Phillip Meers to hold the Regular Town Board Meetings on the 3rd Thursday of every month at 7:00 p.m. at 12080 Sunrise Road, Harris, MN 55032. Motion carried.

Designate Office Newspaper: Motion Carl Peter "Pete" Johnson, second by Adam Grobove, III to designate the Chisago County Press as the official Township Newspapers for Sunrise Township.

Set Compensation for Board Members: Motion by Greg Strom, second by Adam Grobove, III to keep the current rate of pay of $120 per month and $70 per meeting. Motion carried.

Designate Supervisors to fill duties roles of Elected Officials / Employees: Mark Osland volunteers to participate with road maintenance, Phillip Meers and Adam Grobove, III with historical, parks and for participating in the moving of the Royal Wilcox Community Center, Greg Strom and Carl Peter "Pete" Johnson for building committee. Greg Strom volunteers to be the liaison for the Sunrise Township Planning Commission. Board Members will volunteer for other items that come up throughout the year..

Designate Official Posting Place: Motion by Mark Osland, second by Phillip Meers to have the New Town hall located at 12080 Sunrise Road, Harris, MN 55032 as the official posting place for sunrise Township. Motion Carried.

Designate Bank as the Township Depository: Motion by Adam Grobove, III, second by Carl Peter "Pete" Johnson for designate Midwest One as the official Township Depository for Sunrise Township. Motion Carried.

Designate Signers on the banking accounts: Motion by Greg Strom, second by Phillip Meers to designate Carl Peter "Pete" Johnson, Mark Osland, Adam Grobove, III, Greg Strom, Phillip Meers,

Clerk Wendy Kowalke and Treasurer Karen Anderson to be official signers on the Sunrise Township Banking Accounts. Motion carried.

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

Identify when approval is needed for attending meetings: Sunrise Town Board Members will only need to seek Chair or Vice Chair approval for a meeting outside of preapproved meetings. County meetings, CCATO, Planning Commission, yearly trainings, Board of Equalization,

Confirm w/ Clerk the list of Officers will be sent to the MN Assoc. of Townships after Reorganization meeting: Clerk Wendy Kowalke verified that the list of officers will be sent to the MN Association of Townships after the Reorganization Meeting.

Treasurer Electronic Pay Policy: Treasurer Karen Anderson presented the 2025-01 Electronic Pay Policy. Motion by Mark Osland, second by Adam Grobove, III. Motion carried.
Treasurer Anderson reported that Almelund Fire is requesting to be paid electronically. Treasurer Anderson will add Almelund Fire to the electronic pay docket, but will hold the transfer until it is approved at regular board meetings. Treasurer Anderson said that she will leave electronic pay up to the individual board members that wish to be paid electronically.

SUNRISE TOWNSHIP, POLICY STATEMENT

Policy Number: 2025-01 Dated: March 20, 2025

Purpose of Policy:
To develop minimum requirements for obtaining goods and services through the requisition process and to ensure appropriate levels of electronic approvals is established. These policies and procedures are applicable to Sunrise Township elected and appointed officers and employees who create or approve requisitions.

Policy:
The Town Treasurer or their Deputy Treasurer is authorized to pay electronically the following invoices: PERA, IRS, Minnesota Department of Revenue, Minnesota Unemployment, PEIP, Elan Financial Credit Card, Xcel Energy, Century link, Verizon Wireless, MidWestOne fees and maintenance payroll and others as direct by the Board of Supervisors. (Added at meeting – Amador Township Fire Department.)

The Town Treasurer shall keep a copy of any receipts issued from the electronic payment attached to the approved claim. Any deviations from this policy will require approval by the Town Board.

Under no circumstances should the Town Treasurer or their Deputy Treasure release his or her password to someone other than a Town Board Supervisor.

By electronically paying the invoice, The Town Treasurer or their Deputy Treasurer implies that all supporting documentation is on file with the Township, will be reviewed by the Town Board and the transaction is appropriate, accurate and complies with all policies.

The Board shall review the Township's bank statement and the Treasurer's file to verify that any and all electronic payments are supported by properly executed claims and receipts. Record of this verification will be retained in the appropriate file

Appoint Sunrise Planning commission: Motion by Mark Osland, second by Phillip Meers to appoint the current Sunrise Planning Commission of Tyler Richter, Charlotte Wilcox, Ted Krause, Thomas Chaklos, Jr. and Deah Szymanski. Motion carried.

New Town Hall Rental Policy: Clerk Kowalke presented the new town hall rental agreement.

Sunrise Cemetery Use of Town Hall – March 28, 2025 at 7:00 PM: Sunrise Cemetery Committee is requesting use of the town hall on March 28, 2025 at 7:00 p.m.

Cellular Service at the Town Hall (need booster – this is would be other than internet): Further exploration is being pursued.

Disconnection Utilities at Royal Wilcox Community Center: Motion by Carl Peter "Pete" Johnson, second by Mark Osland to accept the quote of Lowell Nelson Electric to put new service panel on the shop located on Oak Street. Motion carried. Troy Montague said the Almelund Threshing Company will take care of disconnecting the utilities at the Royal Wilcox Community Center.

Additional Magnetic Dry Boards for New Town Hall: Clerk Kowalke to order large magnetic dry board on wheels and easel magnetic dry board.

Gravel bids: Troy Montague is obtaining quotes from Rydberg & Sons, Bjorklund, Knife River and other interested companies.

Road Tour – Set Date: Greg Strom proposed to not complete a road tour this year. There is no legal requirement. Troy Montague and Mark Osland will complete the Road Tour.

Board of Equalization Training: Phillip Meers and Mark Osland finished their training.

Citizen's Forum: Tyler Richter asked if there was anyone in the audience that had anything else to say regarding 445th Street. Scott Berg – property owner at the end of 445th. Scott Berg reported there are five property owners involved. Todd Thieman has not reached out to any property owners. Scott Berg said that Todd Thieman feels the properties are not landlocked. Scott Berg owns a 40 and an 80 parcel. The parcels that are in question are on Blueberry Trail and 445th. The 80 and 40 to do not have Government Road access – the only access is 445th. I can't join the properties because it is in a Minnesota Land Trust. Mark Osland reported that Mike Neuman contacted him and he adamantly opposes vacating 445th Street.

BJ Thorstenson asked what is Sunrise Township's thoughts are on the tarp sheds communities. Greg Strom reported that this is under the jurisdiction of Chisago County. Chisago County is getting more and more absence on these types of zoning issues. It was suggested that these concerns need to be reported by a citizen in order for the County to start looking into it. Tyler Richter asked if Sunrise would consider a letter.

New Town Hall: Carl Peter "Pete" Johnson reported that he just ordered a street light on power pole. Greg Strom said the two lights on the building were on the lowest setting for the March elections. They have been readjusted to the next setting. There is still an option to go up one more setting for

more lighting by the building. Greg Strom said the parking lot blacktopping should be completed in 2025.

Board of appeal and equalization: April 24, 9:30 a.m. to be held at the new Sunrise Town Hall at 12080 Sunrise Road, Harris, MN 55032

Maintenance Update: Troy Montague report the gas is disconnected from the museum. Troy Montague is in contact with Xcel for power to shop. Troy Montague received the State bid for salt and would like to request 50 tons. Troy would like treated salt so it doesn't get clumpy – costs about $10 more a ton. White salt doesn't work well after about 15 degrees.

Equipment Rental: Rydberg & Sons sent out an information equipment rental sheet.

Board Member Meetings:
Adam: regular meeting, budget, CCATO
Greg: budget, regular
Philiip: regular meeting
Pete: regular meeting, CCATO, budget
Mark: regular meeting, budget

Motion by Greg Strom , second Adam Grobove, III to adjourn at 9:28 p.m. Motion carried.

Signed: Wendy S. Kowalke, Clerk

Carl Peter "Pete" Johnson, Chair