Regular Meeting Sunrise Township
Thursday, December 18, 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 (absent)
Greg Strom
Adam Grobove III

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

Others Present:

Peggy Pearson Lynn Wolleat Connie Grobove
Eric Leivian

Approve Agenda: Motion by Mark Osland, second by Adam Grobove, III to approve the December 2025 agenda with adding problem address on Wilcox Road. Motion carried.

Meeting Minutes: Motion by Mark Osland, second by Greg Strom to accept the November 2025 meeting minutes. Motion carried.

Clerk Update: Locking mailbox is working out great. Election for March Township process is started. Affidavit of Candidacy will be open from December 31, 2025 through January 13, 2025, road status report has been turned into Chisago County Highway Department and plats have been moved in the office.

Supervisor Meeting and Approval:

Adam: CCATO Meeting, Attended a number of the MAT training sessions for (Earned Sick and Safe Time (ESST), Met with Chisago County Code Enforcement Officer, Dan Cahill – did not charge Sunrise for this meeting, meeting the Chisago County Human Resources regarding Family Medical Leave Act (FMLA) regarding Chisago County Policy – did not charge Sunrise to this meeting. (Supervisor Grobove, III did not place 2 meetings on the claim form for Sunrise Township)
Greg: regular meeting
Phillip: Absent
Pete: regular meeting
Mark: regular meeting,

Motion by Greg Strom, second by Mark Osland to accept the regular meetings and CCATO meetings ONLY to be approved for payment - 1 nay – Adam Grobove, III. Motion carried.

Treasurer Report: Motion by Mark Osland, second by Carl Peter "Pete" Johnson to approve Treasurer Anderson's report with claims list 7925 through 7952 with additional claims as follows. Sunrise will withhold the Olson Power bill due to contracting an excavator for 1 day – not 2 days – Troy Montague will contact Olson Power to have bill corrected and resent:

Calvin Anderson (64 pair of gopher feet at $4.00 per pair).....$256.00
Zachary Ford (12 pair of gopher feet at $4.00 per pair) $48.00
Motion carried.

Motion by Carl Peter "Pete" Johnson, second by Adam Grobove, III to approve the Sunrise Township CD auto renew for seven months. Motion carried.

Reset Audit Date: Tuesday, February 17, 2026 at 6:00 PM

Paid Family Medical Leave Act: Adam Grobove, III reported that there are penalties for Sunrise Township not being in compliance. Elected public officials are not exempt from the Paid Family Medical Leave Act. This also includes election judges. If Sunrise Township choses to pay the full share amount Sunrise would has to pay out .66 for all employees, judges and elected officials that are considered by the State of Minnesota. Penalties start out at $10,000 and go up from there if out of compliance. Employees that have a 5.3% of a median income which is approximately $3,900 per year is able to use this program.

Adam Grobove, III reached out to Bob Ruppe, Sunrise Township Attorney to make sure Sunrise Township has the proper documentation to be in compliance.

First payment from the Township will be April, 2026

Paid Family Medical Leave Act Acknowledgement Forms were signed.

Paid Family Medical Leave Act. Motion by Adam Grobove, III, second by Greg Strom to approve the Paid Family and Medical Leave Act Policy, Motion Carried.

PAID FAMILY AND MEDICAL LEAVE ACT (PFMLA) POLICY
Policy Number: 2025-12-18-01

1. Purpose
Minnesota's Paid Family and Medical Leave Act ("PFMLA") provides partial wage replacement for qualifying family or medical leave. This policy informs employees of their rights under PFMLA, outlines the Township's premium obligations, and explains how PFMLA interacts with other leave laws. This policy also serves as official notice that employees may apply through the Minnesota Department of Employment and Economic Development (DEED) for PFMLA benefits.

2. Definitions
Terms used in this policy, including "family leave," "medical leave," "serious health condition," and "small employer," carry the meanings assigned in Minnesota Statutes Chapter 268B.

3. Premium Contributions
Sunrise Township currently qualifies as a small employer under PFMLA. A small employer is defined by statute as one with 30 or fewer employees and an average employee wage less than 150% of the state average annual wage. As a small employer:

- The Township is responsible for paying 25% of the total PFMLA payroll premium.
- The State covers the remaining portion of the employer share under the small employer discount.
- Employees pay the full employee share of the premium, 50%, through payroll deductions.

If the PFMLA law changes or the Township no longer qualifies as a small employer, the Township will be responsible for the portion of the PFMLA payroll premium as required by law, and employees will pay the remaining 50%, unless otherwise required by law. Employees will be notified of any changes to the percent of the PMFLA payroll premium they are responsible for covering via withholds from their paychecks.

4. Eligibility and Qualifying Leave
Eligibility for PFMLA and qualifying leave reasons are determined by Minnesota Statutes Chapter 268B, as may be amended from time to time. Common qualifying reasons include:

- The employee's own serious health condition;
- Bonding with a newborn or newly placed child;
- Caring for a family member with a serious health condition;
- Certain military-related leaves;
- Certain safety-related leaves;
- Any additional qualifying reasons approved by DEED or permitted by statute.

Approval or denial of PFMLA is determined solely by DEED. Sunrise Township may not override the DEED's approval of an employee's leave, even if the employee failed to notify the employer of their leave as required by law.

5. Concurrent Leave
PFMLA leave will run concurrently with all applicable federal and state leave programs, including but not limited to:

- The federal Family and Medical Leave Act (FMLA);
- Minnesota Parenting Leave;
- Minnesota Pregnancy and Parental Leave;
- Any other legally protected leave.

6. Notice and Documentation
Employees must comply with PFMLA notice requirements and the Township's internal procedures so long as they do not conflict with state law. When leave is foreseeable, reasonable advance notice must be provided as required by law. When unforeseeable, notice must be provided as soon as practicable. Failure to provide notice does not permit Sunrise Township to deny any employee their leave if granted by DEED.

7. Benefits During PFMLA Leave
Health insurance benefits will continue during PFMLA leave to the extent required by law. Employees must continue paying their share of insurance premiums. Accrual of Township-provided paid leave will not occur while an employee is on PFMLA leave.

8. Job Protection and Reinstatement
Employees eligible for job protection under PFMLA, FMLA, or other laws will be reinstated to the same or equivalent position upon return from leave, consistent with statutory requirements.

9. Non-Retaliation
Sunrise Township prohibits retaliation, discrimination, or any adverse action against an employee for applying for, being approved for, or taking PFMLA leave.

10. Question and Inquiries
Sunrise Township acknowledges that DEED is the entity processing and administering PFMLA leave. Employees with inquiries regarding PMFLA may contact a representative of DEED at Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).

Adopted by the Town Board of Sunrise Township this 18th day of December 2025.

Earned Sick and Safe Time Policy: Motion by Carl Peter "Pete" Johnson, second by Mark Osland. Motion carried.

EARNED SICK AND SAFE TIME (ESST) POLICY
Policy Number: 2025-12-18-02

1. Purpose
Sunrise Township provides Earned Sick and Safe Time ("ESST") in accordance with Minnesota law. The purpose of this policy is to support employee well-being and ensure access to paid leave for personal health needs, family caregiving, and safety-related concerns permitted under state law.

2. Definitions
Terms used in this policy, including "employee," "family member," "safe time," and other covered categories, carry the meanings assigned in Minnesota Statutes § 181.9445 et seq., as may be amended from time to time.

3. Eligibility
All employees who meet the statutory definition of "employee" are eligible to accrue and use ESST. Independent contractors and other non-employee workers, as defined by law, are not eligible.

4. Accrual and Carryover
Sunrise Township will not frontload employee's ESST hours annually. Employees will accrue ESST at the rate and in the manner required by Minnesota law. Carryover and cap limitations will be administered consistent with the statute in effect at the time leave is taken. Employees will be provided written or electronic statements of ESST accrued and used at least once per pay period or as otherwise required by law.

5. Use of ESST
Employees may use ESST for any reason permitted by Minnesota law, including but not limited to:

- The employee's own illness, injury, medical care, or preventive care;
- The care of a family member with a qualifying medical need;
- Absences related to domestic abuse, sexual assault, or stalking, including seeking medical attention, counseling, relocation, or legal assistance;
- Closure of the employee's workplace or a family member's school or place of care due to public health emergencies;
- Any additional qualifying reasons allowed under statute.
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Employees must notify the Township when requesting ESST for more than two consecutive days, unless circumstances make notice impracticable. Documentation may be requested only to the extent permitted by law.

6. Rate of Pay
ESST will be paid at the employee's regular rate of pay as required by Minnesota law.
7. Separation and Reinstatement
Unused ESST is not paid out upon separation. If rehired within the applicable statutory period of 180 days from the date of separation, previously accrued and unused ESST will be reinstated as required by law.

8. Administration and Recordkeeping
The Township will maintain records of ESST accrued and used in accordance with statutory requirements. Employees may request a current balance at any time.

9. Non-Retaliation
Sunrise Township prohibits retaliation, discrimination, or adverse action against an employee for requesting or using ESST, filing a complaint, or exercising any right under the ESST law.

Adopted by the Town Board of Sunrise Township this 18th day of December 2025.

Family Medical Leave Act Payroll Deduction (FMLA):

Motion by Adam Grobove, III , second by Greg Strom to approve payroll deduction for the FMLA at a 50/50 split of .33 for employees and .33 for Sunrise Township for each employee, elected official and election judges. Motion carried.

Wages: Motion by Mark Osland, second by Greg Strom to propose a 2.5% increase for Steve Forner, Karen Anderson and Dave Kadlec. Lead Maintenance Troy Montague will move to Step 8 on January 1, 2026 which would be approximately 3.5%. Motion carried.

Motion by Mark Osland, second by Greg Strom to propose a 2.5% increase for the clerk position starting January 1, 2026. Motion carried.

Motion by Carl Peter "Pete" Johnson, second by Mark Osland to increase the Treasurer and Clerk positions to $70 per meeting from $60 per meeting. Motion carried.

Outside Audit Reconsideration Due to Cost: Treasurer Anderson reported that Clifton, Larson, Anderson outside audit would start at $14,000. This does not include additional items. Motion by Carl Peter "Pete" Johnson, second by Adam Grobove,III to hold off on completing an outside audit. Motion carried. Sunrise Township will look for another company to perform an outside audit.

Beautification Committee Update: Connie Grobove reported that the Beautification Committee completed a Christmas Tree pot. Due to the weather the pot kept getting knocked over and broke the pot. The Christmas Tree pot was moved into the entry way. The first of the year the Beautification Committee will plan to do seasonal decorations. The Committee is conscious of the community and match the building. Sponsors will have a recognition sign.

Rental Policy Damage Deposit: Motion Carl Peter "Pete" Johnson, second by Greg Strom to cash damage deposit checks to be reimbursed to the rental party after approved and the following regular board meeting if there is no damage reported. Motion carried.

Citizen's Forum: Eric Leivian suggested that the new information on the Paid Family Medical Leave Act should be placed in the Employee Handbook. Eric Leivan has been involved in submitting the SSD information to the Chisago County Auditor. Carl Peter "Pete" Johnson will contact Chisago County Zoning and ask for the new builds for 2024 and 2025. Carl Peter "Pete" Johnson will also talk with Bridgitte Konrad, Chisago County Auditor, to let her know that Sunrise is working on the SSD information needed for taxes.

Township Files and Records / Plats: Greg Strom stated that he would like to keep the plat cabinet free of debris so when a plat would need to be looked at it can be placed on top the cabinet.

Road Vacation (Water Street and Oak Street): Greg Strom report that Sunrise needs to set a hearing date on the January meeting which needs to be published to meet just before the Sunrise Township February meeting at 6:30 PM.

AED Units: Adam Grobove, III talked to Kurt Schneider from Chisago County Zoning. Adam Grobove, III believes it is important for Sunrise Township to consider having an AED Unit in the Town Hall especially since Sunrise Township rents the town hall. Adaam Grobove, II has preliminary costs from Cintas which will install and maintain at approximately $130 per month. Mark Osland said there may be a possibility of obtaining an AED Unit for free. Please on January, 2026 agenda.

Wilcox Problem Address: Adam Grobove, III spoke with Dan Cahill, Code Enforcement Office regarding a citizen getting attacked by three dogs. Chisago County has a program called Dangerous Dogs where they can take the dog immediately.

Maintenance Update: Troy Montague said they are salting, sanding, new truck is working good. The salter mechanism on the truck is getting fixed because the speed is too fast and cannot slow it down properly. The box comes down too quickly when there is a full load in it. Troy Montague would like

to have an updated snow plow letter to leave with the citizens regarding plowing snow across the road. Clerk Kowalke will work with Troy Montague on the new letter and packet.

Maintenance Evaluations: There will be closed evaluation meetings held just before the January, 2026 Regular Board Meeting. Troy Montague evaluation will be at 6:10 and Treasurer Karen Anderson will be at 6:40 PM. Troy Montague will provide maintenance employee evaluation of Steve and Dave to the Sunrise Town Board.

Motion by Adam Grobove, III, second by Greg Strom to adjourn at 8:51 p.m. Motion carried.

Signed: Wendy S. Kowalke, Clerk

Carl Peter "Peter" Johnson, Vice Chair