Regular Meeting Sunrise Township
Thursday, March 19, 2026
Sunrise Town Hall, 12080 Sunrise Road, Harris, MN 55032

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:
Greg Strom, Chair
Phillip Meers, Vice Chair
Mark Osland
Carl Peter "Pete" Johnson
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
Mathew Johnson
Charlotte Wilcox
Pat Heinen, North Branch Fire Chief
Jeske Noordergraaf
Heidi Johnson
Dave Kadlec
Lynn Wolleat
Sara Rockensock
Connie Grobove
Carol Chandlor

Officer Oath and Signatures: Carl Peter "Pete" Johnson, Greg Strom, and Wendy S. Kowalke took and signed the officer oath.

Adopt Agenda: Motion by Greg Strom, second by Phillip Meers with the addition by Greg Strom of under New Business to entertain the possibility of hiring Surveyor Kyle Roddy to locate and place irons at property corners of the Sunrise Town Hall located at 12080 Sunrise Road, Harris, MN to be able to properly install the tree buffer in accordance with the Sunrise Township CUP. Motion Carried.

Appoint Town Board Chair: Nomination by Phillip Meers, second by Carl Peter "Pete" Johnson to appoint Greg Strom to Sunrise Town Board Chair. Discussion by Adam Grobove III would like to hold off on appointing the chair to be able to include Board Member Mark Osland. It was discussed there is a quorum. No further discussion. Motion carried with one nay, Adam Grobove III.

Appoint Town Board Vice Chair: Nomination by Carl Peter "Pete" Johnson, second by Adam Grobove III for Phillip Meers to be Sunrise Town Board Vice Chair. Motion carried.

Meeting Minutes: Motion by Carl Peter "Pete" Johnson, second by Adam Grobove III to approve the February 2026 meeting minutes. Motion carried.

Canvass Board Meeting Minutes Approval: Motion by Carl Peter "Pete" Johnson, second by Adam Grobove III to approve the 2026 Canvass Board Meeting Minutes. Motion carried.

Approve Budget Meeting Minutes: Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to approve the Budget Meeting Minutes. Motion carried.

Approve Audit Meeting Minutes: Motion by Phillip Meers, second by Adam Grobove III to approve the Audit Meeting Minutes. Motion carried.

Clerk Update: AED Unit has been received by Sunrise Township. Fire Chief Bob Carlson will help with the installation of the unit.

Treasurer Report: Motion by Phillip Meer, second by Carl Peter "Pete" Johnson to approve Treasurer Anderson's report with claims list 8011 through 8035 with the following additional claims.

Karl Swenson (91 pair of gopher feet at $4.00 per pair) $364.00
Shannon Swenson (149 pair of gopher feet at $4.00 per pair) $596.00
Hunter Swenson (140 pair of gopher feet at $4.00 per pair) $560.00
Motion carried.

HSA for Troy Montague: Sunrise Township currently puts $900 towards Troy Montague's insurance as an employee benefit. Troy Montague is requesting that $144.54 be placed into his HSA account because his insurance cost is $755.46 – so the difference is $144.54 Motion by Phillip Meers, second by Adam Grobove III to place the $144.54 in Troy Montague's HSA account which is the difference between the cost of his insurance and what his employee benefit is. Motion carried

Supervisor Meeting and Approvals (NOTE: Not all meetings are paid):
Adam: Regular mtg., Annual Meeting, CCATO, Audit Mtg, Capitol Meeting
Greg: regular meeting, Annual Meeting and Planning Commission, audit and budget meeting
Phillip: Regular meeting, Annual Meeting, budget
Pete: regular meeting, Annual Meeting, budget and audit meeting
Mark (Mark was absent at the March meeting – this is attended meetings): regular meeting, CCATO, Annual Meeting, Audit and Budget Meeting

Adam Grobove III attended the Capitol Day Meeting and reported Legislature is placing money aside for roads and bridges for townships only. Last year they put away $25M. This year they are going up to $100M.

Matthew and Heidi Johnson requesting IUP for a Singular Accessory Structure: Heidi and Matthew Johnson would like to build an open-sided 25 x 36 pavilion/picnic shelter on the property. This shelter would be used mostly by children in her daycare and by her family. Children will use this space to do outdoor projects, STEM projects, learn about nature.

Motion by Adam Grobove III, second by Phillip Meers to follow the Sunrise Township Planning Commission's recommendation that it is the opinion of Sunrise Township that the Johnson's day care picnic shelter is exempt from zoning and other land use regulations based on MN Statute 245A.14, subd 1. Motion carried.

Motion by Adam Grobove III, second by Phillip Meers to follow Sunrise Township Planning Commission recommendation that Sunrise Township will approve the IUP only if Chisago County rejects Sunrise Township's opinion that the IUP is not needed. Motion carried.

Road Vacation (Set Road Hearing Date): Charlotte Wilcox informed the Town Board that the Town Board needs to set a Road Hearing Date to vacate Water Street, Oak Street and Minnesota Avenue.

The Town Board set the following date and times for the Road Hearing:

- May 21, 2026 at 6:00PM at the corner of Sunrise Road (CR 9) and Water Street

- May 21, 2026 at 6:15 PM to meet at the driveway by Link R. Swenson and Kathryn R.G. Swenson and Charles Kolad
- May 21, 2026 at 6:30 PM at the Sunrise Town Hall, 12080 Sunrise Road, Harris, MN 55032

Clerk Wendy S. Kowalke and Charlotte Wilcox will send a certified letter to DNR Commissioner on March 20, 2026 (60 days ahead of the Road Hearing). Clerk Kowalke to post at the Town Hall Board, Sunrise Township Facebook page and Sunrise Township website. There are no individual property owner signatures needed because this road vacation was approved at the 2026 Annual Meeting which replaces a petition.

Charlotte Wilcox informed the Town Board they need to designate someone to consult with the DNR because Minnesota Avenue touches onto the river.

Motion by Adam Grobove III, second by Carl Peter "Pete" Johnson to designate Charlotte Wilcox consult with the DNR for Minnesota Avenue. Motion carried.

***Order for Hearing (Order Signed)**:*

Notice of Road Hearing (Notice of Road Hearing Signed)

North Branch Fire Discussion (5-year plan for Budgeting): Pat Heinen, North Branch Fire Chief,. Informed the Town Board that North Branch Fire received a State Grant for 100 CO Detectors. They are free to the citizens. Contact the North Branch Fire Department if you are interested obtaining a free CO detector. Greg Strom is wondering if there is a detector that would automatically notify maintenance electronically. Chief Heinen said you would need to get an alarm system that is hard wired. Chief Heinen went over the contract and budget. Almelund Fire is a bit more expensive for Sunrise because they cover a larger area.

There was an increase in the budget due to obtaining a ladder truck.
Ladder trucks are needed for length of buildings as well as height.
A tendor is needed if you don't have water
There are fire drones which are owned by the State. Fire drones can pick out hotspots.
Sirens are activated for severe weather.
It is the responsibility of the township to purchase a siren. Noted: they are very expensive.

Place signing of North Branch Fire Contract on March agenda.

Olson Ballfield Usage: Troy Montague received a request for use of Olson Field by Karissa Junker, Crush Club Coordinator. "The Crush" is a 16 year old and younger girls fast pitch softball club. The Crush would like to use the Olson Ballfield Tuesdays through Thursdays from 5 PM to 8 PM from May through July. They will set up the field to meet their USSSA specs and would like to hold a tournament at the ballfield. Would like to hang signs on the chain link fence during the tournament itself. Would like to use the concession as long as they take their garbage with them. Once the frost comes out of the ground the old bathroom will be removed. *Motion Phillip Meers, second by Adam Grobove III to approve use of the ballfield. Motion carried.*

Clerk Kowalke will work with Troy Montague to put together a posting to place on Sunrise Township's Facebook page, website and post at the ballfield.

Adopt Meeting Date and Time for Regular Board Meetings (3rd Thursday of Every Month: Motion by Carl Peter "Pete" Johnson, second by Phillip Meers to hold the regular Sunrise Town Board Meetings on the Third Thursday of Every Month at the Sunrise Town Hall located at 12080 Sunrise Road, Harris, MN 44032. Motion carried.

Designate Official Newspaper for Sunrise Township (Chisago County Press): Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to designate the Chisago County Press as the official newspaper for Sunrise Township as they are the only newspaper that meets the legal state requirements. Motion carried.

Set compensation for Board Members: Motion by Adam Grobove III, second by Phillip Meers to keep the same compensation as 2025 for the Sunrise Town Board compensation at $120 per month and and $70 stipend per additional approved meetings. Motion carried.

Designate Supervisors to fill duties Roles of Elected Officials / Employees: Motion by Carl Peter "Pete" Johnson, second by Phillip Meers to designate the following supervisors to fill duty roles of elected officials as follows:
Parks: Adam Grobove III
Building: Carl Peter "Pete" Johnson and Greg Strom
Planning Commission Liaison: Greg Strom
Employees All the board as a unit co-share
Maintenance and Roads: Mark Osland
CCATO Meetings: All Board Members
Motion carried.

Official Sunrise Township Posting Place: Motion by Adam Grobove III, second by Carl Peter "Pete" Johnson to have the official posting place of Sunrise Township be at the Sunrise Town Hall located at 12080 Sunrise Rd. (CR 9), Harris, MN 55032. Motion carried.

Designate Bank as the Township Depository (MidwestOne merged with Nicolet National Bank: Motion by Phillip Meers, second by Adam Grobove III to designate MidwestOne Bank / Nicolet National Bank as the official Sunrise Township Bank. Motion carried.

Designate signers on the banking accounts: Motion by Phillip Meers, second by Carl Peter "Pete" Johnson that Greg Strom, Carl Peter "Pete" Johnson, Phillip Meers, Adam Grobove III, Mark Osland, Karen Anderson and Wendy S. Kowalke as official signers on the banking accounts. Motion carried.

Confirm with treasurer the Town Financial Reporting From will be filed with the State Auditor by March 31. Treasurer Karen Anderson confirmed Financial Reporting Form will be filed with the State Auditor by March 31. Treasurer Karen Anderson confirmed.

Identify when approval is needed for attending meetings (this was completed October 2025: At the November 2025 Meeting to have the regular town board meeting, Chisago County Association of Township Officers (CCATO) and special meetings be approved on a monthly basis by the Sunrise

Town Board. Any extra meetings need to be approved before any payment action is approved for the following month payment. Motion Carried.

Confirm w/ Clerk the list of Officers will be sent to the MN Assoc. of Township after Reorganizational Meeting: Clerk confirmed the list of Officers will be sent to the MN Assoc. of Townships after Reorganizational meeting.

Confirm w/ Treasurer Levy report will be sent to Chisago County within a week after Reorganizational Meeting. Treasurer confirmed the levy report will be sent to the Chisago County Auditor within one week of Reorganizational meeting.

Treasurer Electronic Pay Policy: Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to approved Sunrise Treasurer's 2026 Electronic Pay Policy. Motion carried.

Policy: Electronic Payment Approval
Policy Number: 2026-01 Dated: March 19, 2026

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, Paid Leave, PEIP, Elan/Associated Financial Credit Card, Xcel Energy, Centurylink/Lumen, Verizon Wireless, Amador Township Fire Department, MidWestOne fees, Maintenance payroll and others as direct by the Board of Supervisors.

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 theTown 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.

Treasurer Karen Anderson completed payroll for the election judges was unsure if the paid leave needed to be deducted from their pay. Treasurer Anderson is looking for a motion to accept election judge pay without deducing the paid leave. Motion by Phillip Meers, second by Carl Peter "Pete" Johnson for Sunrise Township to pick up the minimal difference for the election judge pay for the March 10, 2026 Sunrise Township Elections. Motion carried.

LHB Land Surveying Services: Hiring Surveyor: Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to hire Kyle Roddy, LHB surveyors, Cambridge, MN surveyor to locate and place irons on property corners of the Sunrise Town Hall located at 12080 Sunrise Road, Harris, MN to be able to properly install the tree buffer in accordance with the Sunrise Township CUP. Motion Carried

Appointment Sunrise Township Planning Commission: Discussion took place that there is one position on the Sunrise Township Planning Commission for appointment for a three-year term. Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to appoint Troy Montague to the Sunrise Township Planning Commission for a three-year term. Motion carried.

Adam Grobove III asked why there wasn't a notice placed for the Planning Commission Opening. Greg Strom said that the terms for the Planning Commission are on the Sunrise Township website. Greg Strom also stated that an employee can be on the Planning Commission according to the State of Minnesota.

Office Chairs for Board, Election Judges and Maintenance: No action taken.

Town Board Name Plates: Clerk Kowalke to look into reusable name plates.

Printers: No action taken

Citizen's Forum: Peggy Pearson asked if the current Planning Commission Member could still be considered for the Planning Commission appointment. Troy Montague said that he had contacted Jake Holzem and asked him to inform Deah Szymanski that he intended to apply for the open Planning Commission position. Deah Szymanski did not contact any Board Member to let them know that she was still interested in being on the Sunrise Planning Commission.

Sara Rockensock gave a presentation on wild parsnip. Ms. Rockensock mentioned how dangerous this can be for humans and animals. If you inhale it or touch it, even if it gets on your clothing can cause serious blistering. You can end up in the hospital because of wild parsnip. They bloom in mid-summer. Clerk Kowalke to put on the Sunrise Facebook page, website and Sunrise Township bulletin board. Clerk Kowalke to get together with Troy Montague, and Sara Rockensock to put together a flyer. It was suggested that Troy Montague keep track of the wild parsnip area in Sunrise Township and put on the tracking system of the University of Minnesota. Sunrise can only control it in the right of way. Troy Montague, Sunrise Township Maintenance, said that Sunrise uses 2-4-D to kill wild parsnip in the right-of-way. When spraying need to wear PPE.

Place on April agenda. Troy Montague will obtain quotes on sprayers.

Cell Phone Booster for Town Hall: Troy Montague talked with several companies regarding cell phone booster. None of the companies would guaranty the cell phone booster. In the research that Troy Montague did there was a unit for $1,000 with an additional $500 for installation. If you have someone install and it doesn't work, we can request them to take their equipment back. Place on April agenda.

Quit Claim Deeds that were in the Safety Deposit Box: Greg Strom said the quit claim deeds were recorded at the Chisago County Recorder's office. Greg Strom checked with Chisago County Recorder's files regarding Water Street. There is no deed recorded for Water Street.

Technology for Sunrise Town Hall for On-line meetings: No action taken. Take off agenda.

Upcoming meeting.

Thursday, April 23 – 9:30 a.m. – Board of Appeal and Equalization

Maintenance Update: Troy Montague said the cylinder on the grader needs to be fixed. Troy Montague is obtaining quotes on getting it fixed versus a new cylinder at the cost of approximately $7,400.00. Maintenance has been plowing.

Tree Line at the Sunrise Town Hall needs to get planted according to the CUP.
Replaced a few signs that went missing or broke off.
Diesel was delivered.

Two Gravel Bids were received for hauling and spreading gravel:
Bjorklund came in $18.56 per cubic yard
Rydberg & Sons cam in at $18.97 per cubic yard

Motion by Phillip Meers, second by Carl Peter "Pete" Johnson to accept the Rydberg & Sons bid. Motion carried.

Motion by Adam Grobove III, second by Phillip Meers to adjourn at 9:24 p.m. Motion carried.

Signed: Wendy S. Kowalke, Clerk

Greg Strom, Chair