

Town of Crystal Bay

Regular Board Meeting
Finland Community Center
Minutes
July 18th, 2023

- I. Attendance: Vaughn Hoff, Lise Abazs, Anna Lasky, Colby Abazs, Noah Wolf, Gary Olson, Nancy Anslement-Olson, Dave Geist, Russ Vance, Mike Nikula, Amy Nikula, Randy Josephson, Terri Perfetto, Douglas Perfetto, Ben Klemmer, Paul Hartshorn, Honor Schauland, Stacy Breden
- II. Paul called the Regular Meeting of the Crystal Bay Town Board to order at 7:00 pm with the Pledge of allegiance.
 - A. MOTION: To approve the Agenda . Motioned by Russ , Seconded by Mike , Passed by unanimous consent.
 - B. MOTION: To approve the Regular June Meeting Minutes with corrections. Motioned by Paul , Seconded by Mike , Passed by unanimous consent.
 - C. MOTION: To approve the Treasurer's Report. Motioned by Russ , Seconded by Mike Passed by unanimous consent.
 - D. MOTION: To approve paying all bills and claims due. Motioned by Russ , Seconded by Mike Passed by unanimous consent.
MOTION: to resolve immediately the MN Unemployment invoices being sent monthly. Motioned by Russ, seconded by Mike Passed by unanimous consent.
 - E. The board reviewed correspondence received by the Town.

Public Concerns: Dave Geist asked what the invoices were for, to which Russ stated this is the first the board has been notified. Lise Abazs noted that years past when she was treasurer Crystal Bay was self insured. She advised that typically Unemployment will negotiate to come to a common ground. Stacy will gain access to the accounts and resolve or have an update by August 15th Meeting.

- III. Reports (5 minutes each)
 - A. Monthly Clerk Updates: Stacy
 - 1. All Past 2022 Insurance Claims have been closed and paid out. Three Current Claims out are on the Dump Truck Push Pull Arm/Frame, Septic, and workmans comp.

3. Clerking Supplies- Clerk asked where supplies were typically gotten and how they are paid for. Board advised there is an account at the Finland Coop to utilize or online at office supplies stores. As long as orders are within the Spending Policy there is no reason to bring it to the board ahead of time. Board advised the use of the Visa for Clerking Supplies.

4. Question on Raising the Visa Limit from 3,000 to 8,000 from past Clerk Notes. Board Advised this was something that was passed and needs to be taken care of, no need for a new motion. Stacy will take care of or have an update for the August 15th Meeting.

5. Cleaning up the filing room will take a lot of time and effort. No filed minutes since 2020 found. Per Conversation with MAT- There must be a paper copy and minutes book designated approved minutes. Any other copies held via online or at home are not the official copies. MAT agent Nicole advised that we get everything printed out and in a binder.

7. I've held 3 clerk days, I've had to stay longer than 4 hrs due to the transition workload. It's going well in spite of the long hours. I currently set up a mobile office in the side room so far it's been fine. The bulk of my workload is mostly done at home right now. If the workload continues to be 50-60 hrs a month the township will have to look into appointing a deputy clerk as I will be coaching from Nov-March and unable to dedicate that many hours over those months.

8. Email from Kari Hedin in Correspondence re: Cooper Road Culvert was delayed and they will start Monday July 31st. Completion Date of September 15th so they still have plenty of time according to Matais.

9. I sent in the approved May minutes for the gravel crushing contract with Lake County. Jason said that they are a bit behind but hope to open bidding up August 14th. He will get me the information Monday August 14th, so I will have bids for approval at our August 15th meeting. Doug may have more information in his report

10. Sent off a ST-3 for Doug to order culverts from Contech Engineered Solutions LLC out of TX. Doug may have more information in his report

11. I will not be holding Office Hours on Tuesday Aug 1st as I will be gone that week with my family.

B. Road and Bridge: Doug

Opted out of Trenching Class Silver Bay held in July on the 12th.

Dump Truck is down at the frame shop, hopeful for a quote this Friday.

Culverts should be on the way after Stacy sent in the ST-3.

Try to get the driveway culverts in after we receive them.

Dust Control on roads mentioned by some residents. It is expensive and we do not provide that service as of now.

C. Community Center: Honor

(See Attached Letter)

Cemetery: Vaughn

1. 14 Plots Sold this month totalling 2200.00

8 plots sold to Rosemary Welch 1600.00

4 plots sold to Peter Gravett 400.00

2 plots sold to Judy Linman 200.00

2. Lot Marking on the East Side-

Corner markers not extended out that far on the east end, we need to put in square corner markers for the people who bought plots. Paul has extra markers.

3. Three burials in the last month, Sinderman, Roger Hudyma, Marv Christiansen

4. Mike makes a motion to fix the Veterans Memorial that is falling apart at the Cemetery. MOTION by Mike, Seconded by Paul Motion Fail

5. Vaughn will bring ideas, pricing for a shed, cost for possibly moving the arch since it crosses one of the driveways to September's meeting.

D. Housing Project/ Next Steps: Honor

1. Erik steps back as lead - (See attached document)

2. MOTION: Permission to post job descriptions before August 15th's meeting. Run Ad for 2 weeks for:

A. Housing Grants and Partnerships Coordinator.

B. Housing Project Local Community Engagement Coordinator

Motioned by Russ, Seconded by Mike __, Passed by unanimous consent.

3. Mike Volunteered to Officially Represent Crystal Bay Township in the Steering Committee for the Housing Project. Clerk Asked No Motion Needed because Mike Volunteered.

IV. Old Business

A. Grader Repair Payment: NSFCU Terms are as outlined in the Resolution and COI Drafts from Peter: Loan Amount 161,593.08 (62,654.94 Current Loan and 98,938.14 new money) (the amount reflects no sales tax since we are exempt and ZIEGLER CAT has our ST-3 on File.(Interest Rate 7.99% for 10 years Monthly Payment of 1,960.65 beginning 1 month after the loan closing date. Late Fees to be charged on the 10th day late with a 25.00 minimum or 5% of the monthly payment whichever is more.

1. MOTION: to accept draft CRYSTAL BAY TOWNSHIP GENERAL OBLIGATION CERTIFICATE OF INDEBTEDNESS

POTENTIAL INDEBTEDNESS: \$161,593.08

MONTHLY PRINCIPAL AND INTEREST PAYMENT: \$1,960.65

Motioned by_Russ, Seconded byPaul_, Passed by unanimous consent.

Stacy will Let Peter know to finalize the draft and send it off.

2. MOTION: to accept draft RESOLUTION No. 230718C PROVIDING FOR THE ISSUANCE, SALE, AND DELIVERY OF UP TO \$161,593.08 OF OUTSTANDING INDEBTEDNESS, BY GENERAL OBLIGATION CERTIFICATES OF INDEBTEDNESS;

Motioned byRuss_, Seconded byPaul_, Passed by unanimous consent.

Stacy will Let Peter know to finalize the draft and send it off.

3. MOTION: to print, sign, mail ZeiglerCAT once the COI is complete if it falls before the next board meeting on August 15th, 2023

Motioned by Russ_, Seconded byMike_, Passed by unanimous consent.

B. Cartway

There was some question about .45 cents from the check issued by the law office of Kelly Klun who represents Ms. Rothbart. Our lawyer advised us that they will reduce our bill by .45 cents so we can proceed with closing this cartway. Danielle will be depositing checks this week and we can proceed with the instructions from the attorney to fulfill the end of the process.

Since this will be taking place between meetings could I have a

MOTION: to print, sign and mail the checks. One to Michael and Sue Wartmann in the amount of 5,015.00 and another delivered in person to the Lake County

Auditor and Recorder for 92.00 (46.00 per document) and signed by necessary officers.

Motioned by Mike, Seconded by Russ, Passed by unanimous consent.

C. Community Center Septic: Honor

Paul advised the board to get a Septic Bid to move onto the next phase of the project.

MOTION: Crystal Bay Township needs Two individual bids from licensed Lake County Septic Installers.

Motioned by Russ, Seconded by Paul, Passed by unanimous consent.

D. Housing Project Survey: Stacy

1. Housing /Voter Survey

MOTION: to amend the survey to break out the housing to stand alone and the in person voting survey to township residents

Motioned by Russ, Seconded by Mike, Passed by unanimous consent.

E. Airport Feasibility Study: Paul

Information read from the Airport Authority Development Executive Report.

1. Crystal Bay is one of 6 taxing districts who at one time expressed interest in taking part in the formation of an airport authority.

Chart Shows Population of Crystal Bay Township of 607, with 214 households, Net Tax Capacity of 819,508.

2. Should the Airport have 10,000 of expenses that are not grant funded The following financial responsibility by Crystal Bay is estimated:

@15.05%, Expense for 4 members= \$1,504.97

@ 7.69%, Expense for 5 members=\$769.37

@ 6.97% , Expense for 6 members= \$697.23

Clerk will look into putting the report online for Township residents to read.

V. New Business

1. MOTION: Adopt Resolution NO. 071823 that write-ins will only be tallied individually if the number of total write-in votes for the election is greater than or equal to the fewest number of votes cast for a filed Candidate.

Motioned by Mike, Seconded by Russ Passed by unanimous consent.

2. MOTION: Adopt Resolution 071823A the Minnesota Townships General Records Retention Schedule for filing records properly. Motioned by Russ, Seconded by Paul Passed by unanimous consent.
3. MOTION: to amended Resolution (#202101 Compensation Plan) to reflect the current wage of our Road Supervisor. Current one on file 2021 Motioned by Paul, Seconded by Mike Passed by unanimous consent.
4. Renewal for (SAM) System of Award Management Board decided it is not needed at this time.
5. MOTION: to appoint Russ as Vice-Chair in Karls absence.
Motioned by Mike, Seconded by Paul, Passed by Unanimous Consent
6. Clerk Office Hours
Winter Hours:
Nov- February hours will be Thursdays from 10am-2pm.

IV. MOTION: to adjourn the meeting at 8:47 pm until August 15th, 2023 at 7:00 p.m. at the Finland Community Center. Motioned by Mike , Seconded by Paul

Paul Hartshorn- Board Chair

Stacy Breden - Clerk

Russell Vance- Vice Chair

Michael Nikula- Supervisor

To: Crystal Bay Township Board

Subject: Crystal Bay Housing Project - Coordinator Position

After serving as the project coordinator for the 100% grant-funded Crystal Bay Housing Project since September 2022, I have decided not to pursue a renewal of my contract for this position.

Due to the constraints on my time and ability to work in person in Finland over the next year, I feel it is best to step aside from this role. As the project transitions from research and partnership building to community engagement, I strongly recommend the hiring of a current township resident to serve as the coordinator for the next phase of the project. I do wish to remain a part of the project on an as-needed basis focused on grant writing and maintaining relationships with regional housing partners.

As a short summary of the work done on the project so far, in the last 10 months the housing project has:

- Advised the board on possible approaches to the management of Short-Term Rentals

- Built relationships with One Roof Housing, Western Lake Superior Habitat for Humanity, ARDC, the Lake County Age Friendly Coalition, and the Lake County HRA
- Delivered research on the different pathways to make more affordable single-family homes available in the community
- Secured over \$40,000 in additional grant funding to explore intergenerational multi-family housing in Finland through a community-engaged process
- Contracted with Tracy Chaplin, who has previously worked in the community, to facilitate the community engagement process in the coming months

In the remainder of 2023, the housing project will focus on assembling a community steering committee that will guide the future direction of this project as the committee explores possible solutions to the identified housing needs in the community and determines which pathways best fit the character of the community. The housing project will be holding public meetings to explore the community's housing needs and recruit steering committee members on Sunday, August 6th at 6pm and Wednesday, August 16th at 6pm. Following these meetings, the housing project steering committee will begin regular meetings in the fall and continue through the following June for this phase of the project. The township board is strongly encouraged to select a member who will be an active participant in this steering committee.

In this transition period, I will engage community volunteers and Friends of Finland staff as needed to assist with the community engagement meetings in August. Please reach out to me at ephelgesen@gmail.com with any questions.

Sincerely,

Erik Helgesen

Honor's Rec Hall Report, Township Meeting, July 18th, 2023

Grants and Projects – *indicates action items**

Just finished the LLoyd K Johnson grant application for a wood-fired oven under the pavilion. We also have funds for awnings around pavilions. Will keep the township updated as things progress.

We have been proceeding with events in the building with the understanding that we are not to exceed septic tank capacity (not even close), have tanks pumped regularly, and encourage folks to use the port-a-potties. So far going well.

Events and Programs –

This last week was our week of summer youth programming - we took 6 kids ages 10-18 on a day trip to the BWCA and then had 4 days of Kitchen Camp - teaching 16 kids ages 5-12 the basics of how to cook. The Finland Fireman's Softball Tournament was this past weekend - 8 teams from near and far competed in the tournament. We were able to live stream most of it to promote the event and the area. BRCC also had their pie social fundraiser during the tournament. Yesterday was the NSAP Senior Lunch here at the Center.

The Summer Farmers Market is in full swing - more vendors than ever, music, food demonstrations etc.

Regular weekly community activities:

Mondays:

- 9:15am Bonebuilders Exercise Class
- 10:30am Soma Yoga
- 7:30pm Alcoholics Anonymous

Tuesdays:

- 8:30am - 4pm Tuesday Talents Craft Group
- 6pm - 7pm Mindful Meditation With Kim Josephson

Regular Monthly and other upcoming activities:

July Community Potluck will be on the 30th. Social hour at 5pm, dinner at 6pm.

We also have a booth at FinnFest in Duluth next weekend July 27th, 28th, 29th and 30th, partnering with FMHS to represent Finland MN - looking for volunteers to help staff the booth if anyone is interested.

Wednesdays:

- 9:15am Bonebuilders Exercise Class
- 10:30am Soma Yoga

Thursdays:

- 5pm-6:30pm Finland Farmers Market
- 6pm - 9pm Youth Night

Fridays:

- 7pm Magic Cards