

Town of Crystal Bay

Regular Board Meeting
Finland Community Center

Minutes

March 19th, 2024

- I. Attendance: Kaare Melby (Zoom) Stacy Breden, Terri Perfetto, Douglas Perfetto, Randy Josephson, Mike Nikula, Amy Nikula, Honor Schauland, Dan Cahill-Mathews, Paul Hartshorn, Charles Cook, Ron VanBergen, Danielle Hefferan, Sandy Gunnink, Pam Melby, Nancy Anselment Olson, Gary Olson, Lise Abazs, Jonathan Beauchane, David Geist, Anna Lasky, Colby Abazs
- II. Paul called the Regular Meeting of the Crystal Bay Town Board to order at 7:00pm with the pledge of allegiance.
 - A. MOTION: To approve the Agenda . Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.
 - B. MOTION: To approve February Regular Meeting Minutes. Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.
 - C. Treasurer's Report
 1. Income = Intergovernmental Funds \$15000 Taconite production tax- split out among funds by levy percentage. \$8000 road allotment- Road and Bridge
 2. Expense = \$800 Publicity- 2 months of minutes & meeting notices
Payroll- Clerk 4300, Road Supervisor & Road worker 3400
Road and Bridge
 3. Garage- \$350 propane, \$100 electric
 4. Equipment/Vehicle- \$780 fuel, \$180 new wipers
 5. Clair Nelson Center \$2500 septic redesign
\$3600 septic excavating, materials, etc.
Redevelopment & Housing (funded through external grant)
\$600 coordinator pay, monthly meeting participant per diems
 6. Supervisors- you have a detailed Income Expense that lists out vendors and specific payments for your reference
 7. February things to note in the Balance Sheet: General Fund and Road and Bridge continue to be low/in the negative.
Those that spend from these funds (Road and Bridge Supervisor, Board Supervisors, Clerk, and Treasurer) need to prioritize spending & limit hours worked to only what is necessary. Board Supervisors offer oversight to prioritize.
 8. I am appointing Pam Melby as the Deputy Treasurer to begin training with me for April and May. This position is paid at \$15/hour and will work/train 5-15 hours/month. Work time and training is directed by the current treasurer.
 9. Working on Annual Filing with the State Auditor's Office- due April 1st
MOTION to approve February Treasurer report. Motioned by: Paul ,
Seconded by: Mike , Passed by unanimous consent.
 - D. MOTION to approve March Monthly Bills Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.

III.. **Guests:**

1. Keith Anderson Surveyor/Engineer: Working in the area to replace a number of culverts.
He is going around Manitou and Baptism Watershed to look at culverts to make sure the fish can get into cooler areas and that they are fish friendly. Looking to replace Finland Creek on Silver Hill Drive, the furthest upstream one. Around July 1st to Sept 15th window for work. Replace with 2 pipes much larger, bring up the road a bit. Looking at closing one side of the road, it should take a week's time for contractors to do the work.
There is no cost to the Township. Also looking at a culvert on Mattson Road, but they need to see if there is Brook Trout before proceeding. See Attached Letter
2. Dan Cahill Mathews:
The Finland Food Chain is pursuing a Minnesota Department of Agriculture grant to build a food processing and storage facility to complement the kitchen space at the Clair Nelson and increase opportunities for farmers to grow, store, sell and feed the Finland/Crystal Bay community with more local food. We are seeking permission to utilize Township land adjacent to the Clair Nelson Community Center to construct this facility in a small footprint. The facility will serve as a business incubator for farmers and producers wanting to grow more food with the security of proper storage through the winter and allow restaurants and individuals to more conveniently purchase locally grown foods year round. MOTION to sign a letter of support for the Finland Food Chain to apply for the Resilient Food Systems Infrastructure grant program and an edited letter of Permission removing it from the spot next to the fence and not list a spot for the building at this time: Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.

IV. **Reports (5 minutes each)**

A. Monthly Clerks Report : Stacy

I want to take a minute and document what's been happening since the last meeting to give clarity as we move forward with the meeting.

- In February's minutes we read that Lise Abazs accepted the Treasurer's position.
Wednesday Feb. 20th, day after the meeting, Pam Melby and Donna McCurdy expressed interest as Interim Treasurer. Given Lise's wording in her acceptance of "stepping back if someone else was interested" I asked Lise, Donna and Pam to send letters of interest to the Town email. The Board Has them in front of them this evening for review later on in the meeting. Upon further reading About Officer Positions I found that I made an error: Lise wasn't given the proper paperwork to be sworn in within the 10 day limit legally given, my apologies. This means the Board has to readdress the motion of appointment later on in tonight's meeting and can look at the other applicants.
- Lise, knowing that Pam and Donna were interested in Treasurer, decided to also interview for the open Supervisor seat and sent in another letter of intent to The Board for Supervisor. Lise was interviewed last Wednesday March 13th by Paul and myself.
- Paul and myself interviewed Charlie Cook on 3/12 and Mike and I interviewed Roger Peterson on 3/14. The Supervisors also have those interviews in front of them tonight for discussion later on in the meeting.
- I found out from MAT that regular board minutes do NOT need to be published in a newspaper, nor do they need to be posted. Specifically Annual Minutes need to be signed by the Clerk and the Moderator within 2 business days of the annual meeting. Upon signing and filing in the clerk's office they are complete and accurate and do NOT need to be accepted at next year's annual meeting. Paul Deaner and Myself signed the 2024 Annual Minutes on Wednesday March 13th and I filed them. So they are complete and if anyone wants a copy they may see me anytime or view it on our website. (See Clerk for full report)

B. Road and Bridge: Doug

1. Heading to Duluth tomorrow to buy a new torch head, I can bring the old one in and get a new one for half price.
2. Sciatic nerve is acting up and he can hardly walk so he will need to take some time off hopefully just a few days.
3. Pudgy would like to work together with Trout Unlimited on the culvert.
4. Sign off on document for Doug's Comp time totalling 132 hours this pay period @ \$35.63 = \$ 4703.16 gross

C. Cemetery: Vaughn

1. Vaughn was not present for a report
2. Clerk had the board review the language in the new Right of Interment for use regarding the Crystal Bay Township Cemetery. Board signed off on the document.

D. Community Center: Honor - No report

E. Housing Project Update:

1. Mike Coordinator Update: Next Meeting is April 10th at 5:30pm
2. Rachel Housing Grants and Partnerships Coordinator Update: No Update

V. **Old Business**

A. Supervisor Appointment: Board

1. MOTION to appoint Roger Peterson as Interim Supervisor to fill Russ Vance seat.
Motioned by: Mike, Seconded by: Paul, Passed by unanimous consent.

B. Treasurer Appointment: Board

Danielle recommends as of June 1st to appoint Lise

Danielle doesn't want to lose Lise expertise and insight as Treasurer and in QuickBooks.

Danielle advises to appoint Lise as Treasurer as of June 1st. And asks that Lise would Then reappoint Pam as Deputy Treasurer to continue the training necessary to fulfill

the treasury role. When Lise and Pam feel it's time they can approach the board to switch roles unless the election comes first.

1. MOTION to appoint Lise Abaz as Interim Treasurer effective June 1st, 2024
Motioned by: Paul, Seconded by: Lise, Passed by unanimous consent
2. MOTION to pay Danielle April and May's Salary Wage of \$352.00 per month at May's Monthly Meeting. Motioned by: Mike, Seconded by: Pau, Passed by unanimous consent.
3. MOTION to pay Lise monthly \$15.00 an hour training for (10 hrs in May) until June 1st when she takes over fully as Treasurer. Lisa will receive 1 month (June's) Salary of \$352.00 and be paid that in July at Quarter End. After June regular Compensation applies, anything outside of treasurer duty is paid out at \$15.00 an hr
Motioned by: Paul, Seconded by: Mike, Passed by unanimous consent.
4. MOTION to add Lise Abazs, Pam Melby and Mike Nikula to the bank account at North Shore Federal Credit Union as signers. Lise Abazs Interim Treasurer as of June 1st, Pam Melby Current Deputy Treasurer and Mike Nikula as Board Vice Chair. Also, taking Danielle Hefferan off all accounts active June 1st.
Motioned by: Paul, Seconded by: Mike, Passed by unanimous consent.

- C. Septic Update: We are currently working with Lake County to secure funding and will know more towards the end of April. Honor notes to the board need to move on bidding. Paul noted he spoke with Chase.
- D. Finland Snowmobile Club Contract update:
 - 1. MOTION to accept the Contract dated 3/19/24 to June 31st 2024
 Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.
 Clerk Notes: Insurance Policies are on file in Clerk's Office and will be filed with the Signed contract.
- E. Finland Snowmobile Club Request letter:
 - Letter states interest in discussing with the Township the following possibilities:
 - A. A second stand alone shipping container
 - B. A second shipping container, adding a steel roofing system spanning the current container. This will be at a width capable of storing the groomer & drag, and their Polaris Ranger.
 - C. A garage kit
 - It is the Finland Snowmobiles intent to use these options as a starting point for conversation. Also, if Crystal Bay Township is interested in working with lake County for space in the new facility, they would like to join us in the conversation with Lake County. Finland Snowmobile Club has put together a committee to help navigate this is an important issue. Please Contact Matt Nelson or Brand Johnson with any concerns. Crystal Bay Clerk's office has their phone numbers if needed.
 Board noted this: no discussion had
- F. Finland Cooperative Letter of Completion: Board Sign
 - 1. Clerk would like to acknowledge in contract form that the Finland Coop has paid off Their business loan. Board Signs
- G. NOAA Update: Stacy
 - 1. St. Louis County has submitted a grant application to NOAA so they are no longer in need of Letters of support. When they get notification of if we are funded, they will reach back out to everyone to engage in the process (which would occur over 5 years).
- H. Committee of the Whole Reminder:
 - 1. Committee of the Whole Meeting with Lake County will be held as a special board meeting on April 16th , 2024, at 6 p.m immediately preceding our Regular Monthly Board Meeting to start at 7pm

VI. New Business

- A. Board and Residence look over Annual Meeting Minutes
 - 1. Colby notes: The 2024 annual Town of Crystal Bay minute contains an error: the first motion by Colby Abazs and seconded by Dave Geist in fact passed by voice vote with no opposition after some confusion about what motion was on the table. Clerk stated as she understands there isn't much that can be done as minutes are signed by her and the moderator and final 2 days after the meeting.
 To which Colby said: Okay. Clerk Notes: she will check into this to make sure.
 - 2. The Board and Residence do not have to approve the Annual Minutes. Annual Minutes are to be signed by The Clerk and Moderator then filed 2 days after the Annual Meeting. Reviewing minutes to discuss possible donations.

- B. Annual Township Donations: MOTION to distribute donations to the following organizations: Silver Bay Library \$1000.00, North Shore Area Partners \$1000.00, Finland MN Historical Society \$1000.00, Lake County Rescue \$1,000.00 Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.
MOTION: to approve an extra \$4,000.00 to Finland Fire's contract for FY25
Making payments 6,000 every Quarter for a total of 24,000.00 in FY25
Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent.
- C. Finland Nature Daycare: Discussion about differing payments on their business loan for 12 months. Crystal Bay Township would like to offer Finland Nature Daycare the option to defer your loan payments on your current loan for up to one year interest free. Eli King was not present at this meeting but communicated through email to the board that Finland Nature Daycare would like to defer payments up to a year and if their intended funding through grants comes in Summer of 24 that they will start payments up again earlier than 12 months. MOTION:to offer deferment on Finland Nature Childcares Loan with no interestMotioned by: Mike , Seconded by: Paul , Passed by unanimous consent.
 - 1. Board Signed Contract stating the above information, Clerk will contact Elli to sign.
- D. Clerks Destruction Report: Destroying 4 records of death that Lake County has in record for and advised Clerk to destroy.
- E. Set Road Tour Date: Board
 - 1. May 16th, 9am at town garage , Clerk will post Notice.
- F. Publishing Minutes in North Shore Journal: Board Discussion
MOTION to suspend publishing minutes in the Lake County Journal to save money, but continue to post them at our two designated spots of the Finland Coop Store and the Clair Nelson Community Center. As well as publish them on our website. Motioned by: Paul , Seconded by: Mike , Passed by unanimous consent. Clerk Notes: Notices still must be published in the North Shore Journal.
- G. MAT Spring Short Courses Discussion : Board
 - 1. MAT's Spring Short Course Training is April 5th from 9am to 3pm at the DECC in Duluth, Registration starts at 8am
 - A. MOTION to approve the payment of \$75.00 for each Supervisor, 1 Treasurer, and the Clerk. Totalling \$375.00 Motioned by: Mike , Seconded by: Paul , Passed by unanimous consent. Board Signs Checks , Clerk Notes each officer, supervisor gets a \$75.00 check for registration and they will be looked up by name during registration.
 - 2. Board Sets Mileage and Wage for MAT's Spring Short Courses on 4-5-24.
Mileage is paid out at .67 cents a mile to and from training and everyone attending training gets \$100.00 (meeting pay) for attending.
- H. Crystal Bay Township Loan Program- Board look at draft application and signed
- I. Appeals and Equalization Notice: Clerk Reads
Local Board of Appeals and Equalization will be held on Thursday May 16th @ 1pm
At the Clair Nelson Community Center located at 6866 Cramer Road, Finland.

VII. Close Meeting:

- . MOTION: to adjourn the meeting at 8:30 pm until April 16th , 2024 at 7:00 p.m. at the Clair Nelson Community Center. Motioned by mike , Seconded Paul by Passed by unanimous consent.

