

# **Town of Crystal Bay**

Regular Board Meeting  
Finland Community Center

## **Minutes**

April 16th, 2024

- I. Attendance: Stacy Breden, Randy Josephson, Pam Melby, Douglas Perfetto, Terri Perfetto, Amy Nikula, Honor Schauland, Paul Hartshorn, David Geist, Gary Olson, Nancy Anselment-Olson, Roger Peterson, Jonathan Beauchane, Rachel Fleming, Lise Abazs, Danielle Hefferan, Vaughn Hoff, Eric Lindberg, Diane Lindberg
- II. Paul called the Regular Meeting of the Crystal Bay Town Board to order at 7:00pm Pledge of allegiance.
  - A. MOTION: To approve the Agenda. Motioned by Paul, Seconded by Roger, Passed by unanimous consent.
  - B. MOTION: To approve the Regular March Meeting Minutes. Motioned by Roger, Seconded by Paul, Passed by unanimous consent.
  - C. Treasurer Report:
    - 1. Income Misc. income: housing project grant funds through Friends of Finland
      - a. \$4500.00 MN Age Friendly Payment
      - b. \$4825.00 RSDP Payment
    - 2. Expense:
      - a. \$6500.0 Publicity- North Shore Journal meeting notices  
Payroll- Supervisor hours, Clerk monthly, Road and Bridge monthly  
Public Safety- Q1 contract, \$5,000 Culture and Recreation- Q1 contract with Friends of Finland, \$5,000  
Redevelopment & Housing (funded through external grants) \$860 coordinator pay, monthly meeting participant per diems
      - b. Supervisors- you have a detailed Income Expense that lists out vendors and specific payments for your reference.
    - 3. March things to note in the Balance Sheet:
      - a. General Fund and Road and Bridge continue to be low/in the negative. I pulled a report that compares where we are this year compared to last year. The funds to continue to spend only priority needs are the General Fund and Road and Bridge. (See attached for full report)
  - MOTION: To approve the Treasurer's Report. Motioned by Paul, Seconded by Roger, Passed by unanimous consent.
  - D. MOTION: To approve paying all bills and claims due. Motioned by Roger, Seconded by Paul, Passed by unanimous consent.
  - E. The board reviewed correspondence received by the Town.
- III. Public Concerns : None
- IV. Guests:
  - A. Dan Cahill with the Finland Food Chain expressed gratitude to the board for their support with the RFSI grant. Upon looking into it further it seemed like The Food Chain would have to tailor what their vision was to fit the requirements of the grant instead of the grant fitting the vision. Currently, the Food Chain is not pursuing the RFSI grant and instead would like to continue the work towards the project goal of bolstering our local economy and feeding our community with locally grown foods in other ways.  
Dan noted the Food Chain will move forward taking into account all directions from all authorities having jurisdiction, and accommodate all necessary requirements.
- V. Reports (5 minutes each)

A. ClerksReport: Stacy

1. There was an accidental charge on the Township Visa for \$3.53 from my Amazon Prime account. I wrote a check back to the Township for deposit this month. The Township account was linked on my amazon after purchasing a new printer for the office. I have since removed the card.  
(See attached report)

B. Supervisor Update

1. Paul and Mike went to training on May 5th at the DECC. Mike attended the new supervisors officers training and Paul attended the Supervisors training. Paul Welcomed Roger to the board.

C. Road and Bridge: Doug

1. Welcomed Roger to the board.
2. Purchased a blade for the grader, pick up Thursday.
3. National Fish Wildlife Foundation (NFWF) funders of Save Our Great Lakes (SOGL) are hosting a field tour station of SOGL funded projects for their DC staff.  
They would like to tour the Hockamin Creek project and talk about the project lessons learned, climate resiliency, effectiveness monitoring (before and after) and what is observed as successes of the project. They will be in the area on Wednesday May 1st between 9 and 9:15am. Any Crystal Bay Supervisors and Doug are welcome to attend.
4. Paul stated that either him or Mike would be at the Hockamin Creek project on the 1st.

D. Cemetery: Vaughn

1. Vaughn noted the winter burials made a mess on the grounds.
2. Mikes Notes (clerk read) : Proposal is for IRRB and or any entities we would approach for help.  
Mike has chatted with IRRRB and Brand Anderson about options for help with the Cemetery.  
Vince Sando will be sending Mike more information about the  
Honor found the Military Honor Roll in the Office and Mike is adding names so we can hang it in the hall.  
Talk about a fundraiser for a match to the IRRRB / Stacy will look into how towns can do  
fundraisers IRRRB will open grants next after July 1st.  
Mike will be calling Gary Ganser with American Legion post 109. To get more information.
3. Clerk Notes: Looking for ways to clean up records and documents. Jenny Ramsdell with Beaver Bay Township sent me the Cemify Link as they are possibly looking into it, and I inquired.  
I supplied them with generic info about what we would be looking for, Interactive Digital Map, Need an updated Physical Map, not Templates for Deeds, need Documentation processes in place for digital use and possibly physical. And that we have 2 parcels of land equalling 5 acres.  
Their Quote came back at roughly \$5000.00 on time fee for the creation of our digital cemetery map, then \$1,099.00 per year after that for the annual software subscription. This is assuming that myself or someone else hired out would be doing the transcribing.  
I emailed back saying that's quite out of the budget for us right now, they provided me with a handbook of services they provide and I have given once to each supervisor as well as Vaughn to look over.
  - A. I also talked to Jess Baker about possibly creating a new Physical map for us to document internments on, she came in and looked at what we are working with and sent this quote: \$ 200.00 to set the whole thing up and provide bank cemetery files.  
Vaughn and Stacy will meet before the May meeting to discuss what Jess proposed.

E. Community Center: Honor

1. See attached report

F. Housing Project Coordinator: Mike (Finn)

1. The Lang Commission and HRA are going to work together to keep the Tax forfeited properties within Lake County, so the HRA can purchase them rather than going up for bids where there is a higher possibility for out of area folks to purchase first.
2. Next meeting is Wednesday May 8th, 2024 at Clair Nelson Community Center

G. Housing Grants & Partnerships Coordinator : Rachel

1. Our Empowering Small Minnesota Communities application has reached the 2nd round, finalists for the project will be announced in May.
2. The age friendly grant has been extended until next year, so Finland Housing Solutions will continue to meet
3. I've signed up for the mandatory grant writing training through MN Housing so we can apply for grants through them.

VI. Old Business

A. Septic

1. Stacy contacted Chase Warnecke, Rodney Ernest and Eric Warnecek about bidding for the Septic Project. Chase is not interested, Eric said he was interested in bidding .Rodney said he would bid as well. Set the bid due dates for the May 21st meeting. Vaughn mentioned Tom Dwyer was interested. Vaughn will get Stacy his contact information and Stacy will email with him.
2. Stacy contacted Scott Robinson about a design permit, Scott submitted that to Christine and the Township email Sunday evening. Monday Paul and Stacy signed the Permit and emailed it to Christine. So the Township has a submitted permit to Christine, she stated in emails to both Scott and myself that she would waive all fees to do with the permitting. Verbally Christine said to me that we could name an installer on the permit at a later date. Christine and her office will email directly with Scott if there are any questions on the design permit.

B. Finland Snowmobile Club Request Letter

1. Paul said the ball is in their court if they would like to meet. Tabled

C. Upcoming Special Meetings Reminder

1. The Road Tour will be Thursday May 16th at 9am. Meet at the Township garage.

2. Tax Equalization meeting will be on May 16th as well at 1pm at the Clair Nelson Center.

D. MOTION to approve the Home Solutions Community Engagement Coordinator Contract through March 31st 2025  
Motioned by Roger, Seconded by Paul, Passed by unanimous consent

E. MOTION to authorize Mike to continue to do the Work of Community Engagement Coordinator as stated in Resolution 041624-01 with the proper conflict of interest forms on file with the Clerk. Motioned by Paul, Seconded by Roger , Passed by unanimous consent

F. MOTION to approve the Home Solutions Steering Committee Contract though March 31st, 2025 with the proper conflict of interest forms on file with the Clerk. Motioned by Paul, Seconded by Roger, Passed by unanimous consent

VII. New Business

- A. MOTION to approve the Home Solutions Secretary Contract through March 31st 2025 Motioned by Roger, Seconded by Paul , Passed by unanimous consent
- B. MOTION to approve Resolution 041624 naming Pamela Melby as the Secretary for the Home Solutions project through May 31st 2025 with proper conflict of interest forms in file with the Clerk.Motioned by Roger, Seconded by Paul , Passed by unanimous consent
- C. Board Sign: Letter to Finland Fire Department increasing yearly donation \$4,000 in FY25 as requested @ Annual meeting on 3.12.24. Clerk will mail.
- D. Discussion on contacting a lawyer to help with the upcoming Friends of Finland Contract Due Aug 20th, 2024. Stacy will contact Smith Law ,and GDO Law for quotes. Roger asked Stacy to see if Morris of Costley and Morris was still an active Lawyer as he helped the Township years back.
- E. Resolution 2024-02 Compensation Policy:

1. Meetings 2.1 MOTION Amend the changes to state that Meetings. Town Officers shall be compensated as follows for regular or special town meetings. Town hearings, annual meetings, or other meetings as authorized by the board and will be paid as follows. Supervisors \$100 per meeting; Clerk \$100 per meeting; Treasurer \$100 per meeting; Deputy Clerk \$100 per meeting; Deputy Treasurer \$100 per meeting. The Deputy Clerk and Deputy Treasurer shall only be eligible for compensation if they are attending the meeting to perform the official duties of the Clerk or Treasurer in their absence. Meetings are paid to Supervisors, and Treasurer on a quarterly basis in Jan, April, July, Oct. Motioned by Paul , Seconded by Roger , Passed by unanimous consent
2. After discussion by the board Motion to STRIKE previous motion to the Compensation Policy Meetings 2.1. On the grounds that the board has decided they need more time to look over the materials the Clerk has provided. Motioned by Roger , Seconded by Paul, Passed by unanimous consent
3. Table the rest of the Compensation Policy

F. Job Descriptions:

1. Treasurer- Tabled
2. Clerk- Tabled
3. Grounds Maintenance Position- Tabled

Currently Paul takes care of the grounds (triangle and Clair Nelson Center) but he will be leaving in May for a few months and we need to have a plan.

F. MOTION: to adjourn the meeting at 8:00 pm until May 21st, 2024 at 7:00 p.m. at the Finland Community Center. Motioned by Paul, Seconded by Roger, Passed by unanimous consent.

\_\_\_\_\_ date: \_\_\_\_\_

Michael Nikula- Vice Chair

\_\_\_\_\_ date: \_\_\_\_\_

Roger Peterson - Supervisor

Attested to: this 21st day of May, 2024

\_\_\_\_\_ date: \_\_\_\_\_

Stacy Breden - Clerk

# Town of Crystal Bay

Clerk Seal:

## April Clerk Notes:

218-353-1236 or [crystalbaytownship@gmail.com](mailto:crystalbaytownship@gmail.com)

April 16th, 2024

**Come to our regular monthly meetings to stay up to date on all Township matters or stop in to the Clerk's office with questions or concerns.**

- In March's 3/14/24 minutes you will read Colby had a discrepancy with the annual minutes. I have provided what I found out from MAT (Minnesota Association of Townships) on the next page.
- Spring short course training was a good learning session, with various takeaways regarding records, policies and procedures, what to have the board sign at meetings and just meeting other Clerks.
- There was an accidental charge on the Township Visa for \$3.53 from my Amazon Prime account. I wrote a check back to the Township for deposit this month. The Township account was linked on my amazon after purchasing a new printer for the office. I have since removed the card.
- I worked quite a bit on job descriptions, sorting and understanding Compensatory time, researching about bids this month, and Permitting. A Lot of technical difficulty over the last week with quickbooks updating and locking me out as I closed out the end of last month.
- Reported the Quarterly Unemployment and PERA reports
- Resolution at North Shore Federal Credit Union is signed with current signers as
  - Paul Hartshorn - Chair
  - Mike Nikula- Vice Chair
  - Danielle- Treasurer
  - Pam Melby Deputy
  - Stacy Breden - Clerk
- Worked a bit on organizing digital records as time allowed
- Worked on Cemetery Quotes for records (we will visit that later on )
- Next Month I plan to have Road Foreman and Road Worker Job descriptions for the Supervisors to look over.

**2024 Election Year** : There will be 2 Supervisor Seats Open, as well as the Clerk and Treasurer. If you are interested in running for a seat look for details and notices in the paper July of 2024

## **Honor's Rec Hall Report, Township Meeting, April 16, 2024**

### **Grants and Projects – \*\*\*indicates a**

**Events and Programs** – Thanks again to the Township for paying for port-a-potties for St Urho's Weekend. Everything went really well. Lots of people, lots of great activities.

The potluck at the end of the month was really nice as well - lots of people went all out for Easter and it was a lot of fun.

The Spring Runoff Variety Show was a big success as well.

### **Regular weekly community activities:**

#### **Mondays:**

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

#### **•10:30am Soma Yoga**

#### **Thursdays:**

- 6pm - 9pm Youth Night

#### **Tuesdays:**

- 8:30am - 4pm Tuesday Talents Craft Group

#### **Fridays:**

- 7pm Magic Cards

#### **Wednesdays:**

- 9:15am Bonebuilders Exercise Class

#### **Saturdays:**

- 6pm Conscious movement/Dance group

### **Regular Monthly and other upcoming activities:**

This coming Saturday is the Whitetails Unlimited Banquet.

April Community Potluck will be the 28th. Social hour at 5pm, dinner at 6pm.

NSAP Senior Lunch is on the 2nd Wednesday. It's really growing and the food is really good! Next one will be May 8th and June 12th after that.

The next spring farmers market will be April 28th, then there will be a hiatus before the weekly summer market starts up again in mid-June.

## **Crystal Bay Cemetery Plots**

**As is = Digital setup \$200**

**Will provide digital file blank (Adobe Illustrator doc and pdf) Will discuss adding the information**

**Printed as-is size (18.5x19.5")**

**13 oz outdoor banner material (write with ultra fine point sharpie) \$35**

**Outdoor canvas material (similar to what you have) (write with ultra fine point sharpie) \$45**

**HDPE material (sort of like house wrap) (write with ultra fine point sharpie) \$35**

**Printed size (approx 6x11') - squares approx 5"**

**13 oz outdoor banner material (can be written on with ultra fine point sharpie) \$150**

**Printed size (approx 8x12') - squares approx 6"**

**13 oz outdoor banner material (can be written on with ultra fine point sharpie) \$220**

**Printed size (approx 168" 9x14') - squares approx 7"**

**13 oz outdoor banner material (can be written on with ultra fine point sharpie) \$300**