



MINUTES

Regular Board Meeting

Finland Community Center

May 21st, 2024

I. Attendance: Amy Nikula, Randy Josephson, Terri Perfetto, Douglas Perfetto, Rachel Flemming, Vaughn Hoff, Danielle Hefferan, Honor Schauland, Pam Melby, Dave Geist, Lise Abazs, Roger Peterson, Mike Nikula, Stacy Breden

1. Mike called the Regular Meeting of the Crystal Bay Town Board to order at 7:02pm with the Pledge of allegiance.
2. **MOTION:** To approve the agenda. Motioned by Mike, seconded by Roger, Passed by unanimous consent.
3. **MOTION:** To approve April's Regular Meeting Minutes. Motioned by Roger, seconded by Mike, Passed by unanimous consent.
4. **MOTION:** To approve May's Special Meeting Road Tour Minutes. Motioned by Mike, seconded by Roger, Passed by unanimous consent.
5. **MOTION:** To approve May's Special Meeting Board of Appeals & Equalization Minutes. Motioned by Roger, Seconded by Mike , Passed by unanimous consent.
6. **Treasurer Report:**
 - A. Income- Miscellaneous Revenue of \$3500.00 from Friends of Finland to fund the Housing project.
 - B. Expense- Payroll: Quarterly Supervisor Pay \$1200.00
Quarterly Treasurer and Deputy \$1900.00
Monthly Pay: R&B (supervisors & workers \$4600.00)
Monthly Clerk: \$6000.00
 - C. Donations approved at the annual meeting were paid out totaling \$4,000.00.
 - D. Continued payment on grader loan is \$1900.00 per month.
 - E. Clerk Supplies were \$900.00 (new printer, ink, other supplies)
 - F. Miscellaneous other expenses: Urho Biffies Donation \$900.00
- Our overall checking account is at ~\$125,000.00- this is the lowest I have seen in my 3 years as Treasurer.
 - \$9,000.00 of this overall total is grant funds only for the Housing Project; so, our total is closer to \$116,000.00
 - We expect a dip this time of year because the bulk of our income via the Levy comes in June or July
- Last year at this time our checking account was ~\$164,000.00
 - Biggest contributors to this change are large Road and Bridge Loan monthly payments, bulk gravel purchase late in 2023, increase in capacity & pay for Clerk role, moving some of our checking funds to a Visa hold account to increase limit.
 - Spending must be prioritized for the rest of the year.

G. April YTD Expenses vs. Budget Update

- Added an additional report to show where our YTD spending is compared to the amount of money we expect.

Things to note:

- At a third of the way through the year:
- The general fund is overspending- half of the estimated funds available have been spent.
- Road & Bridge is overspending slightly, but not by much. Still keep an eye on since we never know what the weather will do to the roads & maintenance needs.
- Many funds are underspent- however those funds are purposely there to build up for emergencies (i.e. Capital Building & Equipment funds,

Townhall, Public Safety) and are currently offsetting our negative balances in other funds. This is my last meeting; Lise takes over as of June 1st and Pam will continue to be her deputy Treasurer. **MOTION:** To approve April's Treasurer Report, Motioned by Mike, Seconded by Roger, Passed by unanimous consent.

7. **MOTION:** To approve paying: bills totaling = \$6,056.10
 claims totaling \$13,241.59
 Total of = \$ 19,297.69

Motioned by Roger, seconded by Mike, Passed by unanimous consent.

8. The board reviewed correspondence received by the Town.

II. Public Concerns:

Dave Geist asked the question "Has the funding from the Funding for the Septic, has it come through? Yes, we will discuss that later in the meeting.

III. Guests:

- A. Scott Robinson shared with the board that Eric Warnecke has inquired with him on the project. Scott said he worked with him answering questions.
- B. Scott added that Tom Dwyer casually inquired with him, but he isn't sure if he wants to bid.

IV. Reports:

A. Monthly Clerk Update:

- Clerks Physical Records Documents Complete!
- Adjusting when Pay Period Ends to the Sunday before the monthly meeting.
- Adjusting the Payroll Turn in date for Claims to the Monday before the meeting between 11am -Noon (make other arrangements with Clerk if those hours don't work for you to turn in claims).
- Everyone is now switched to monthly pay (no more quarterly payroll)

See Attached Report for details.

MOTION: To approve the Clerk's Report Motioned by Mike, seconded by Roger, Passed by unanimous consent.

B. Supervisor Updates: Mike

1. Mike would like a motion to be able to continue to look for funding for the Cemetery Veterans Monument and Archway. We have named it the Crystal Bay Cemetery Beautification Project. **MOTION:** To allow Mike to continue working on securing funding for the project. Motioned by Roger, seconded by Mike, Passed by unanimous consent.

C. Road and Bridge: Doug

1. A few road signs need replacements (Mattson Road& Silver Hill signs) They are spendy. The board asks for Doug to get a quote for June's meeting.
2. Heffelfinger and Silver Hill Ditching need to be done.
 Roger notes: "We need to bypass a lot of the unnecessary work this summer. about all we need is to grade the roads a little and let the rest ride until we get funding under control."
3. Doug notes: "Roses Road needs to be taken care of at the end of the road wanting to access his property & the end of Park Hill should be taken care of." Leskinen should be graded and needs a culvert.

4. A question was posed can CLP fix the ditching mess it created on Silver Hill? Roger explained that it's the responsibility of the contractor that CLP hired, they are more than likely not going to.

D. Cemetery: Vaughn

1. There are a few graves sites Cavallin is supposed to fill in from winter burials.
2. It seems more Spruce Bud Worm has affected the trees at the Cemetery.
(We might have to have quite a few removed this year)
3. Will talk with Finn about getting volunteers to put Flags out at the Cemetery for Memorial Day Weekend. There are 72 Veterans who will get a flag.

E. Community Center: Honor (See attached Report)

1. Roger had a question for Honor re: a fire call last week in the evening.
Honor hadn't heard but would find out.

F. Housing Project Coordinator: Mike

1. Nate Eide Lake County Land Commissioner will attend the next Home Solutions Meeting.
2. Mike will be taking a tour of Mrs. Hills house to see if the foundation is stable for possible future use for the Home Solutions project.

G. Housing Project Grants and Partnerships: Rachel

I spoke with one roof housing we talked about different funding and grant options. I did the training through MN housing so that I could apply for their grants. I started a conversation with habitat for humanity about starting an age in place program in the Finland area.

V. Old Business

A. Septic Update:

1. The \$100,000.00 funding passed legislation over the weekend, now we wait for direction from IRRRB.
2. It might be best to continue to look for another septic quote. It is very possible IRRRB will want us to have 2 quotes.
3. The acting board chair (Mike) might need to call a Special Meeting re: Septic before June's Monthly Meeting to discuss the funding details once they are communicated through the Clerk's office.

B. Cemetery:

1. **MOTION:** to approve Cemetery Job Description Motioned by: Roger Seconded by Mike, Passed by unanimous consent.
2. **MOTION:** to amend Crystal Bay Cemetery Interment to add the Caretakers signature and to increase the fee to \$150.00 per lot for residence of Crystal Bay and \$250.00 per lot for outside residence of Crystal Bay to help with local filing fees. Additionally, a \$100 fee shall be added if filing with the County is requested by the purchaser. Motioned by Mike, Seconded. By Roger, Passed by unanimous consent.
3. **MOTION:** to approve Crystal Bay Cemetery Deed Motioned by Roger, Seconded by Mike, Passed by unanimous consent.
4. Stacy asked for a motion to hire as a contractor Jonathan Beauchane to help her with Cemetery documentation (Plat)when she is ready. No motion was made, Vaughn said he would help with that.

C. MOTION: to approve Resolution 052124 Establishing Rules, Regulations & Charges for the Town of Crystal Bay Cemetery Motioned by Roger Seconded by Mike, Passed by unanimous consent.

D. MOTION: To approve Clerk's Job Description amendments to state: Wage of \$33.00 per hour, \$100.00 per meeting and paid monthly. Deputy Clerk wage \$30.00 per hour if acting in absence of clerk and \$100.00 per meeting if acting in the absence of the clerk.

Training wage of \$20.00 per hour while training with the Clerk.

Also Adding the wording for Wage in the event there is a Clerk Overlap-

- In the event the Clerk steps down and there is overlap. The Clerk leaving office maintains \$33.00an hour as well as the monthly meeting stipend until they leave office. The incoming Clerk

will receive \$20.00 an hour while training and no meeting stipend until they are officially in the Clerk's position.

• Interim Clerk position is also considered as an employee while they are in (appointed office) therefore they will be eligible for ESST as stated in Crystal Bay's RESOLUTION #231912 Earned sick and safe time for employees.

• Also, outgoing, and incoming clerks need to be aware they are eligible for Compensatory time as employees. Please always keep hours under 40 per week.

• Clerks who leave office have 30 days from the day they resign to turn in current Pay Claims for compensation.

• If an outgoing Clerk has a deputy that deputy will also be terminated when the Clerk leaves office. If the deputy Clerk is hired again by the new (incoming Clerk) all new Oath's of Office must be signed.

• Elections and Change of Clerk - Elections happen in November of the year, whether it's a full term election or a Special Election (meaning you are filling out someone else's term)

In January of the following year elected officers take office.

If there is a Clerk training period needed for the incoming elected Clerk the incoming officers will get:

• The salary/hourly wage and meeting stipend /while the outgoing officer will get \$20.00 an hour wage while transiting out of the position (if transition training is needed). However, that outgoing officer's deputy will be terminated as of Jan 1st of the given year. Motioned by Roger, Seconded by Mike, Passed by unanimous consent.

E. MOTION: to approve Treasurer's Job Description amendments to state: Salary increased to \$450.00 and paid out monthly. Deputy Treasurer wage increases to \$25.00 an hour while working with, training, or acting in Treasurer Capacity. Paid out monthly.

Also Adding the wording for Wage in the event there is a Treasurer Overlap-

• In the event the Treasurer steps down and there is an overlap. The Treasurer leaving office collects full monthly salary as well as the monthly meeting Stipend until they leave office. The incoming Treasurer will receive \$20.00 an hour while training and no meeting stipend until they are officially in the Treasurer position.

• Interim Treasurer position is also considered as an employee while they are in (appointed office) therefore they will be eligible for ESST as stated in Crystal Bay's **RESOLUTION #231912 Earned sick and safe time for employees**.

• *Treasurers who leave the office have 30 days from the day they resign to turn in current Pay Claims for compensation.*

• *If an outgoing Treasurer has a deputy that deputy will also be terminated when the Treasurer leaves office. If the deputy Treasurer is hired again by the new (incoming Treasurer) all new Oath's of Office must be signed.*

• Elections and Change of Treasurer- Elections happen in November of the year, whether it's a full-term election or a Special Election (meaning you are filling out someone else's term) In January of the following year elected officers take office.

If there is a Treasurer training period needed for the incoming elected Treasurer, the incoming officers will get:

• The salary/hourly wage and meeting stipend /while the outgoing officer will get \$20.00 an hour wage while transiting out of the position (if transition training is needed). However, that outgoing officer's deputy will be terminated as of Jan 1st.

Motioned by Mike, seconded by Roger, Passed by unanimous consent.

F. MOTION: to accept the Supervisors Job Description as follows:

1. - Board Chair

• Run all Township meetings effectively, efficiently and respectfully.

• Monthly Personnel management: Roads Supervisor, Cemetery Supervisor, Clair Nelson Center Manager & Grounds Keeper.

• Quarterly Personnel management: Finland Fire Department.

• Respectfully fielding residential concerns of any type

• Serving on additional committees (per board approval) as an ambassador for Crystal Bay Township.

• Working with Township Clerk & Treasurer as needed.

• Attend Trainings as available

• Get any needed certifications for the Town Board to run efficiently.

• Signer on bank account

2. - Board Vice Chair

• Be able to step in for the Chair as needed in regard to:

• Running the Monthly Meetings/Signing claims and bills in absence of Chair

- Managing Personnel
- Respectfully Fielding Residential Concerns
- Stepping in if needed on additional committees in the long term absence of Chair
- Working with Township Clerk and Treasurer as needed
- Attend Trainings as available
- Get any needed certifications for the Town Board to run efficiently in the absence of the Board Chair.
- Signer on bank accounts

3.- Board Supervisor

- Attend Regular Monthly Meeting/ any special meetings
- Respectfully Fielding Residential Concerns
- Working with Township Clerk as needed
- Common duties include:
 - Awarding contracts
 - authorizing township expenditures
 - adopting ordinances and resolutions.

The office of town supervisor involves setting policy by making choices from a wide range of options.

- The challenges for supervisors include
 - identifying what the available options are based on the town's legal authority,
 - Following the correct process, taking the required steps to implement the selected option, and implementing the decision.

§ 4-6. Duties of Town Supervisors

By law, supervisors "have charge of all town affairs not committed to other officers by law."

Minn. Stat. § 366.01, subd. 1. Town supervisors

are charged with the duty to make decisions on behalf of the town and are responsible for fulfilling its duties.

- Common duties include:
 - awarding contracts
 - authorizing township expenditures
 - adopting ordinances and resolutions.

The office of town supervisor involves setting policy by making choices from a wide range of options.

- The challenges for supervisors include.
 - identifying what the available options are based on the town's legal authority,
 - Following the correct process, taking the required steps to implement the selected option, and implementing the decision.
 - Along the way, there are various legal policy questions, financial limitations, and political pressures that can make this a very difficult process.
- Supervisors must choose a board chair.
 - The statutes do not set an selection process for the chair's position, so the board has discretion to use the process it prefers.

The person appointed as the town board chair performs certain duties in addition to the usual responsibilities of a supervisor. When designating a chair, boards should also appoint a vice-chair to serve in the chair's absence.
- *SUPERVISORS ROLES CAN BE BUT ARE NOT LIMITED TO:*
 - serving as the presiding officer for town board meetings
 - signing checks and other documents on behalf of the board
 - The chair retains all the powers of a supervisor to make, second, and vote on motions.

A board may not adopt rules to limit the powers the law grants to this or any other elected position (i.e., it cannot adopt a rule prohibiting the chair from making a motion). However, it is equally important to note that while the statutes assign the chair certain tasks to perform on behalf of the board, the chair is not automatically granted any superior or independent authority over the other supervisors. *As a practical matter, the chair often accepts more tasks than other supervisors, but the assignment of additional tasks must not be mistaken for the power to control a matter.* For instance, the chair working with the clerk to

draft an agenda for a meeting does not give the chair the authority to refuse to place items on the agenda the other supervisors would like to discuss. Except for the statutorily designated tasks, and to the extent the board expressly assigned additional duties or powers, the chair is the same as the other supervisors .

Supervisors Exiting or Entering Office:

- In the event any Supervisor steps down and there is overlap. The Supervisor leaving office collects any salary or hourly wage as well as the monthly meeting Stipend until they leave office. The incoming Supervisor will receive \$20.00 an hour while training and no meeting stipend until they are officially in the Supervisor position. *If the Board Chair or Vice Chair leaves office the incoming Supervisor isn't automatically the Chair or Vice. Crystal Bay will have to reorganize accordingly.*
- Interim Supervisors are also considered employees while they are in (appointed office) therefore they will be eligible for ESST as stated in Crystal Bay's RESOLUTION #231912 Earned sick and safe time for employees.
- *Any Supervisors who leave office have 30 days from the day they resign to turn in current Pay Claims for compensation.*
 - Elections and Change of Officers- Elections happen in November of the year, whether it's a full term election or a Special Election (meaning you are filling out someone else's term) In January of the following year elected officers take office.
If there is a supervisor training period needed for the incoming Supervisor officers, the incoming officers will get:
 - The salary/hourly wage and meeting stipend /while the outgoing officer will get \$20.00 an hour wage while transiting out of the position (if transition training is needed)
 - In the event of a full board turnover during an election year the new members will have to reorganize to decide 1. Chair, 2. Vice-Chair, 3. Supervisor

The board requests to leave the compensation as \$100.00 meeting stipend per board approved meeting attended. \$15.00 an hour outside of meetings when conducting Township Business. Motioned by Roger, seconded by Mike, Passed by unanimous consent.

F. MOTION: for Clerk to work with Peter Tiede with GDO Law for the purpose of redoing contract with the Friends of Finland. Motioned by Mike, seconded by Roger, Passed by unanimous consent.

G. Recycling Trailer Discussion

1. Clerk Notes we are waiting for a Memorandum of Understanding from the County.
2. Board Tabled discussion until further notice.

VI. New Business

A. Discussion on Roads Foreman and Roads Worker

1. Roger and Finn will meet with Doug separately and discuss what is currently being done and bring it back to June's meeting.
2. Zooming: To record of to Zoom will require the full board being seen and should be done from the rear of the meeting, not behind the board or to the side. What action does the board want to take on offering Zoom. Tabled

VII. Close Meeting

MOTION: to adjourn the meeting at 8:35pm until June 18th, 2024, at 7:00 p.m. at the Finland Community Center. Motioned by Mike, Seconded by Roger, Passed by unanimous consent.



Clerk's Report

Regular Board Meeting

Finland Community Center

May 21st, 2024

Come to our regular monthly meetings to stay up to date on all Township matters or stop into the Clerk's office with questions or concerns. Tuesday's May-October, 2024 11am to 3pm. Yes, I am a notary- no there is no fee.

- Clerks Physical Records Documents Complete!
- Organized Google Files! Next will be moving current records onto an external hard drive.
- Adjusted when Pay Period Ends to the Sunday before the monthly meeting.
- Adjusting the Payroll Turn in date for Claims to the Monday before the meeting between 11am -Noon (**make other arrangements with Clerk if those hours don't work for you to turn in claims.**
- Everyone is now switched to monthly pay (no more quarterly payroll)
- You may have noticed Zoom is not on the Screen tonight. I have learned that any streaming or recording needs to be done to the rear of the meeting and so the full board is in sight. No recording or streaming from behind the board, or from side isles. (Exceptions can be made for a guest speaker on zoom.) We will discuss what to do going forward in new business.
- Insurance for the Pizza Oven will be an additional \$69.00 per year and the additional awnings being installed on the pavilions will be \$43.00 per year.
- Worked with Supervisors over the month to flush out details with the job descriptions below.
- Met with Mike several times to get a Proposal together for the Cemetery monument project (dubbed Crystal Bay Cemetery Beautification Project)
- Met with Vaughn several times to discuss the Cemetery documents we will go over later.
- Several discussions with the courthouse over the month on Cemetery document requirements. Several discussions with Jenny the Beaver Bay Township Clerk re: their Cemetery Deed.
- Several Discussions re: Elections with Lola Haus at the Lake County Court House. I finally have it all nailed down for the upcoming open enrollment
 - I have provided a handout for those interested in becoming an Officer.
- As I mentioned last month, I unknowingly acquired Comp. time while working. Danielle, Lise, Pam, and I met, and my Comp time has now been fully paid out. I am now aware my position is currently considered an employee; therefore, I will be more diligent with my weekly hours and workload not to exceed 40hrs. Most of those hours were acquired while going through records and creating a space for the Clerk, as well as learning all the Special Meeting rules/workload. The past year has been a challenging time with little training, and partial to no records to look back on and limited processes in place for various issues I have encountered along the way. I would like to make it abundantly clear to the board and residence of Crystal Bay that I do not think my position has an open check book and I hope you can see I am a transparent worker and have been doing my best to get the Clerk's office and the Town in order, that takes time. If you have been following the meetings for the past year, this is clear. I have not tried to create a weekly part-time or full-time job for myself. I'm simply responding to the workload present and working my way through it to ensure that the Township has what it needs to function properly. I am very aware of the strain my hours are putting on the budget: I am trying my best to navigate the workload with my hours and hope that as I get processes in place for the Town, the Clerk's office should even out to about 20-24hrs a week. April's hours were 146hrs. with 74hrs (Clerks Work) and (72hrs Other / Administrative). The average hours a week were 36.5hrs.
- Tuesday's, I work 11am to 3pm as requested by the board for public office hours. Tuesdays I typically schedule meetings and am not able to get a lot of paperwork done. I work outside of Office Hours on Tuesdays if Kevin's Schedule allows, and the workload is needed. I block off work every

other Wednesday 11 to 5 if the workload is needed. Thursdays I work 11am to 3pm If Kevin's schedule allows and again 6pm to 9pm if my youngest attends youth night.

Mondays and Fridays I am not in the office **unless** it's the week before/week of the meeting. Then I work (Friday & Monday 11am-4 or 5pm).

If I have a workload: I will work weekends at home/ or in the office depending on the need. Tuesdays of the meeting I am often in the office from 11am until the meeting.

It's roughly an hour to set up and take down for a meeting.

- Current Important Projects in the Clerk's Office include:

1. Septic Project
2. Road's worker job description
3. Road foreman job description
4. Friends of Finland Contract
5. Compensation Policy
6. Procedural Meeting Resolution
7. Cemetery Plat Documentation

Honor's Rec Hall Report, Township Meeting, May 21, 2024

Grants and Projects – *indicates action items**

Applied to Blandin Foundation Small Communities and Rural Placemaking Grants for funds to fix up the ballfield, tennis court, and playground. If awarded, funds will be available in July or August.

Outdoor oven is progressing. Hoping to have it done and useable by the time the farmers market season starts.

Events and Programs – Whitetails Banquet went well.

April Farmers Market was good. There won't be one in May - need time to regroup before Summer Market starts up every week on June 13th.

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

Wednesdays:

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

Thursdays:

- 6pm - 9pm Youth Night

Fridays:

- 7pm Magic Cards

Regular Monthly and other upcoming activities:

May Community Potluck will be the 26th. 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 June 12th and then July 10th after that.

Ely Vet has been coming monthly - June 14th is the next one - call them to make an appointment.

Lots of rentals for graduation parties, baby showers, USFS trainings, Superior Hiking Trail Association trail maintenance.

Benefit for Dick Krech Sr. Medical Expenses June 15th.

Preparing for Camp Finland - June 17-21st - week of activities for kids ages 5-17. Kids camp is full but there is still room in Teen Camp.

Co-op Annual Meeting evening of June 25th

