

Town of Crystal Bay

Regular Board Meeting
Finland Community Center

Minutes

July 16, 2024

- I. **Attendance:** Stacy Breden, Amy Nikula, David Geist, Paul Hartshorn, Randy Josephson, David Abazs, Judith Martell, Honor Schauland, Lindsay Deitz, Jeffery Mitchell, Douglas Perfetto, Terri Perfetto, Roger Peterson, Vaughn Hoff, Diane Lindberg, Eric Lindberg, Anne Haselow, Christina Haselow, Elaine Loeffler, Christine Mallory, Rachel Barbrick, Krista Starkovich, Jonathan Beauchane, Elli King, Nancy Anselment- Olson, Gary Olson, Jon Nelson, Colby Abazs, Anna Lasky, Ira Gray, Sarah Mayer, Jenna Pollard, Amy Gardner, Marc Smith, Teresa Anderson, Lucy Carlson, Katee Ristuccra, Kaare Melby, Pam Melby, Kyle Flack, B.J. Kohlstedt, Jane Wolf, Noah Wolf, Susie Hoff, Vern Hoff, Lise Abazs
- A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 7:00pm Pledge of allegiance.
 - B. MOTION: To approve July's Regular Meeting Agenda. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - C. MOTION: To approve the Regular June Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - D. MOTION: To approve June's Emergency Meeting Minutes. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - E. MOTION: To approve June's Special Meeting Minutes re: Flood. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - F. MOTION: To approve July's Special Meeting Minutes re: F.O.F Contract. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - G. Treasurer Report:
 - 1. Income Only Income this month is Bank Interest
 - 2. Expense:
 - A. Total expenses this month were Regular Payroll Supervisors \$750.00, Treasurer \$650.00, Clerk \$4600.00, Road and Bridge \$4100.00. Other Governmental expenses: Meeting Notices \$110.00, general supplies \$130.00, Annual feed for payroll/ accounting software and websites \$710.00. Other Road and Bridge expenses: Equipment and Supplies \$1100.00, Grader Loan interest \$1037.00 and principal \$915.00. Finland Fire and Friends of Finland Quarterly \$5000.00 each, Cemetery Payroll and Maintenance \$800.00 plus \$500.00 reimbursement lot fees, Housing Grant Expenses \$1150.00
 - B. Supervisors- you have a detailed Income Expense that lists out vendors and specific payments for your reference.
 - 3. June things to note in the Balance Sheet:
 - a. General Fund is \$76,000.00-(full report attached to final minutes)
- MOTION: To approve the Treasurer's Report. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent.
- MOTION: To approve paying all bills and claims due for a total of \$31,202.05 Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
- The board reviewed correspondence received by the Town.

II. Public Concerns : Supervisor Nikula addressed the crowd as to keep all comments and concerns respectful and timely.

- A. Clerk Breden read an email re: Clarity on what the Township has control over and what the Friends of Finland has control over re: building security. The following concern is listed In the correspondence. " Children come and go all the time at the Clair Nelson Community Center, not just at Youth Night. We believe it would be in the best interest and safety for not Only community members & juveniles but for Andrew himself to make it official that he Cannot be on the property." (Full account to be filed with final minutes)

After Clerk Breden read the account, Supervisor Hartshorn read a statement from the Township attorney. " If there is no OFP and there's no conviction we don't have basis to refuse Mr. Deyette access to public property and he recommends not to do a trespass motion."

- B. Dave Geist had the floor next and in his statement to the board he outlined many concerns re: Friends of Finland (F.O.F) Youth Night Programming. He asks that the Township consider tightening up the current contract and strongly urges the Township to suggest to the F.O.F a change in leadership needs to happen. (Full account to be filed with final minutes)
- C. Amy Gardner speaks to her difficulty working with Mr. Deyette in the F.O.F. Youth Program. (Full account to be filed with final minutes)
- D. Noah Wolf speaks to a personal experience that happened with one of his children and Mr. Deyette. Noah speaks to the fact that the only reason Mr Deyette had access to his child was because of Mr. Deyettes involvement in the F.O.F Youth Night Program at the Center. (Noah did not submit a statement ahead for the board to have for records)
- E. Elli King speaks next: She starts out stating that the Township trusts the F.O.F to manage our Community space, and the F.O.F. board is trusting Honor to manage this, including the Youth Program. Elli continues to give an account of her experience with feeling dismissed and quotes Being told " if you don't like our program don't bring your kids" Elli goes on to state that her Perspective is there should be two stipulations in place for a renewal of the Community Center Management contract with Friends of Finland. 1. Mr Deyette should be prohibited from any future employment on Township property, and Honor should be removed from hiring, Supervisory, or decision-making capacity related to the Youth Program. (Elli did not submit a Report to the Supervisors ahead of the meeting)
- F. Jon Nelson had the floor last he stated that his children do not attend the Youth Program at

the

Center but that this is a community building and he would like the ones in charge to make sure The Clair Nelson Center is a safe place. There was back and forth with Supervisor Hartshorn & Clerk Breden couldn't keep up with the commenting.

All thelisted speakers were very concerned with the safety of the public especially children at the Clair Nelson Center. All submitted reports given to the clerk before the meeting will be filed with Final Minutes.

7:35 pm Supervisor Hartshorn Motions for a 5 minute break, Supervisor Peterson seconds , Passed by unanimous consent.

7:41p.m Supervisor Hartshorn Motions to restart the meeting, Supervisor Nikula seconds, Passed by unanimous consent.

- G. The audience was very vocal after the recess, continuing to push for further commenting on the floor and arguing over each other. Gary Olson stood up in support of Friends of Finland Executive Director Honor Schauland, stating that the building wouldn't be here if it wasn't for her hard work. Lindsey Dietz had the floor at one point but it was unclear what her position to the Town Board was. She was

addressing the audience with comments. Supervisor Hartshorn had a hard time shutting comments from the floor down. Supervisor Hartshorn said this is the first the Town Board has ever heard of issues re: Andrew Deyette, Friends of Finland Executive Director Honor Schauland and the Friends of Finland Youth Program. Marc Smith addressed the Town Board asking if they would like documents he has. Amy Garder commented next asking the Town Board “ What action will be taken by the town?” Supervisor Hartshorn motioned, ***MOTION: I move that the Town Board bar Andrew Deyette from coming onto Township Property until such time as his felony charges in the matter of 38-CR-24-204 are resolved. Second Supervisor Nikula , Passed by unanimous consent.***

H. Clerk Breden asked for clarification from the Deputy on site as to how to go about enforcing this motion. Deputy on site said to call the Sheriff's office and they will be able to help.

III. Guests:

- A. Travis Tisor- Introducing himself as he put an application on file for the Roads Worker Position.
- B. Pamela Melby- Resigns from Deputy Treasurer effective immediately.
MOTION to remove Pamela Melby from all bank accounts pertaining to Crystal Bay Township Motioned by Supervisor Hartshorn, Seconded by Supervisor Nikula , Passed by unanimous consent. Clerk to contact North Shore Federal Credit Union for a new resolution and Supervisor Hartshorn, Supervisor Nikula, Treasurer Abazs and Clerk Breden will have to sign.

IV. Reports (5 minutes each)

- A. ClerksReport: Stacy
(full report attached to final minutes)
- B. Supervisor Update
 - 1. Supervisor Hartshorn Fielding Phone calls about the flood and security of the building
- C. Road and Bridge: Doug
 - 1. Called DNR engineer for Silver Hill culvert job (August is the times frame)
 - 2. Riverside Drive, Ostman, Hefflefinger and Breezy are all passable.
 - 3. Zito needs to locate cables on Breezy / Needs to be ditched.
 - 4. Trying not to work overtime, the backhoe needs repair. Mechanics are coming on a Saturday.
 - 5. Hopefully Roads are fixed by Winter.

Doug expresses Thanks to Vern Hoff and Chucky Meeks for filling over half of the Riverside Drive Washout with the gravel that was (washed away/ misplaced) by flood waters into Phyllis’ yard.
- D. Cemetery: Vaughn
 - 1. Military Markers placed and Lawn Mowing.
- E. Community Center: Honor (full report attached to final minutes)
- F. Housing Project Coordinator: Mike (Finn)
 - 1. Monthly Meetings with Housing group/ Snails place but following up with HRA on Hills House.
- G. Housing Grants & Partnerships Coordinator : Rachel
 - 1. We have started working with Empowering Small Minnesota Communities (ESMC)
 - 2. We had one meet and greet zoom meeting, the team from the university will be up on Thursday to discuss the project.
 - 3. We had a joint meeting with ESMC and the Land Access Alliance to see how and if our projects overlap.
- H. Special Report re: Budgeting (full report attached to final minutes)

V. Old Business

- A. Septic Update:
 - 1. Grant Hauschild called with a Late September/October Timeline.

2. Stacy called Chris Isimil with IRRRB and he said that sometime in August we should see an email with instructions on how to access our funds. Good news is that we don't have to apply for our funds so our time line for access will be shorter than the rest of the organizations requesting. That timeline seems to be along the lines of access as Grant mentioned above.
 3. Grant and IRRRB are aware that this timeline line isn't ideal.
- B. MOU Recycling Trailer Discussion. Clerk to contact Christine with changes.
- C. Supervisors Pay Discussion:
1. MOTION for a change in pay for all Supervisors. \$100.00 per month salary (need not be present to the Regular Monthly Meeting to get stipend) and an additional \$100.00 per special meeting (Need to attend Special Meetings for the additional \$100.00 Stipend.)
Finn second
Motioned by Supervisor Hartshorn , Seconded by Supervisor Nikula , Passed by unanimous consent.
- D. Road Foreman Job Description (full description attached to final minutes)
1. Attached Spending Policy Review
 2. Driveway Access (Culvert Application) Review
- MOTION To approve Roads Foreman Job Descriptions with the following amendments
Move the Hours from: 30-40 hours per week to 20-30 hours per week to be signed at August 20th Regular monthly meeting. Motioned by Supervisor Hartshorn , Seconded by Supervisor Peterson and passed by unanimous consent.
- E. Snowplow Resolution #061824-A MOTION to approve resolution #061824-A (attached to final minutes) Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent.
- F. Part Time Roads Worker Job Description (full description attached to final minutes)
MOTION to approve Part Time Roads Workers Job Description (attached to final minutes)
Motioned by Supervisor Hartshorn , Seconded by Supervisor Nikula , Passed by unanimous consent.
- G. Amendment to Resolution #052124 Cemetery Resolution Clarifying Block and Plot
MOTION to approve amendments to Resolution 052124 (amended resolution in final minutes)
Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

VI. New Business

MOTION to adopt Resolution 062124 Establishing a Disaster Declaration (Full Resolution in Final Minutes)
Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
Lake County Assistance discussion if FEMA is delayed coming through.

1. Matt Huddelston would like a list of projects, specific needs and funding amounts needed to get a better handle on what assistance Crystal Bay Township will need if FEMA does not declare or if they do but funding is delayed 6 to 12 months. There would be an agreement in place with Lake County stating Crystal Bay would pay back x dollars when FEMA came though or if they did not and we needed to LEVY for funding, the agreement would state that. And Lake County assistance will need to be paid back. Matt advised not to wait until the last dollar is in our account but to get a handle on the specifics and get him the numbers so he can run them by Lake County. Would take about a month or two.

North Shore Lumber Cost for Dug out Lumber is \$1,842.99. Does the board approve payment to North Shore Lumber with the understanding that once this _Blandin Foundation grant comes through from F.O.F we are reimbursed. MOTION to fund the \$1,842.99 to North Shore Lumber with the understanding of repayment once Blandin Foundation Grant is funded to the Friends of Finland. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

FEMA Announcement:

1. Doug and Supervisor Peterson will be meeting with FEMA tomorrow morning at 9am at the Clair Nelson Center to bring the FEMA agents on a tour of Personal Damages. If a supervisor would also like to attend that would be appreciated as the Clerk Breden is unavailable.

2. Supervisor Hartshorn & Clerk Breden will be attending the FEMA meeting at the Lake County Hwy Dept on Monday, July, 22nd at 1pm. MOTION to pay Supervisor Hartshorn and Clerk Breden' Mileage and \$100.00 Meeting Stipend for this meeting. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula ,Passed by unanimous consent.

E. FEMA Mitigation (attached communications in Final Minutes)

F. Open Enrollment for Elections will be July 30th to August 13th. Seats up are

1. Clerk (4 year term)

2. Treasurer Special Election 2 year term up 1.4.27,

3. Supervisor Seat A (4 Year Term)

4. Supervisor Seat B (Special Election 2 year term up 1.4.27

Ads will be in the paper July 19th-August 9th, registration is \$2.00 per individual and you must know which Supervisor Seat you would like to run for as it will be listed on your form. Note Clerks Hours will Will be listed in the notices as expanded hrs for election purposes.

G. Reminder of our next Special Meeting re: Friends of Finland Contract its on July 30th, 2024 at 7pm at The Clair Nelson Community Center

VIII. MOTION: to adjourn the meeting at 9:26 pm until August 20th , 2024 at 7:00 p.m. at the Finland Community Center.

Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

____date:_____
Paul Hartshorn- Board Chair

____date:_____
Michael Nikula- Vice Chair

____date:_____
Roger Peterson - Supervisor

Attested to: this 20th day of August, 2024

____date:_____
Stacy Breden - Clerk

Clerk's Report

Regular Board Meeting

Finland Community Center

July 16th, 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.

- Specifically, this month has been a rat race of events and I have been keeping up by the skin of my teeth. 1 emergency meeting and 1 special meeting to discuss roads and 1 for the Friends of Finland Contract
- Legislation has changed PERA for "NEW" Employees, so I am trying to learn and wrap my head around that and learn if there are any changes for current employees/ officers.
- I was contacted this morning by the Duluth Monitor Jon Ramos. He wanted our agenda for this meeting, and to talk about what was on the agenda. I also gave him the date of the F.O.F special meeting. Duluthmonitor.com is the website, looks to be an independent reporter. If continued contact with the Duluth Monitor is had I will provide what I can, and this will accrue legal fees on the Town's part because I will be running communications by GDO Law in re: to anything the Duluth Monitor requests. I advise this is a good time to chat about Policy for (**charging for requesting information**) ahead of this. I pointed Duluth Monitor to our Website for minutes but should there be more information getting involved this will take time and money. If there are questions related to the Friends of Finland I will point him in that direction.
- Save the Date: MAT's Legislative & Research Committee will meet in -person for a one-day event on Friday September 13th in St. Cloud. At this event, attendees review and recommend legislative actions on behalf of townships.
- District 10 (MAT Director Kevin Connick) Director candidacy filing dates: 5/31 to 6/30, Thursday, August 29 at Grand Lake Town Hall, St. Louis County, 5287 Highway 53, Saginaw, MN
- **REMINDER:** We are not offering the Zoom Options currently for meetings. The reason is that we are not allowed to video record from back or side isles. In the event of a Zoom Participant, we will have to arrange seating accordingly, so the board is visible.
- **Open Enrollment for Elections will be coming up in July More on that later in the agenda**
- I went from 122 hrs last month to 237 hrs this month with 77 hours of overtime directly due to flooding. Average hours per week for this pay period are Averages out to 59 hrs a week for this pay period.
- Crystal Bay Township is listed on Doucette's Party and Tent Rental for Saturdays Ball Tournament festivities. Reminder that event happenings need to be run by the Township incase there are insurance issues. Thankfully I was able to contact people in a timely manner and it worked out this time.
- I will be gone July 22nd – 25th and August 8th-11th, so I will not be holding office hours Tuesday July 23rd

- Current Important Projects in the Clerk's Office include:
 - Septic Project
 - Finland Contract
 - Policy for Document Retrieval?
 - Town Board Rules of Procedures Resolution
 - Emergency Action Plan
 - Compensation Policy

Honor's Rec Hall Report, Township Meeting, July 16, 2024

Grants and Projects – *indicates action items**

Outdoor oven is complete except for the chimney. Awnings will be installed next.

We have been awarded a Blandin Foundation Small Communities and Rural Placemaking grant of \$30,000 to do work on the ballfield, tennis court and playground. Looking into options and getting estimates right now.

Events and Programs –

Summer Farmers Market is every week on Thursdays from 5-6:30pm

Learning Opportunities Through Stories (Preschool age reading program) happening through early August.

Regular weekly community activities:

Mondays:

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

Tuesdays:

- 8:30am - 4pm Tuesday Talents Craft Group
- 6:15pm - 8:30pm League Softball on the field

Wednesdays:

- 9:15am Bonebuilders Exercise Class
- 10:30am Soma Yoga
- 6:15pm - 8:30pm League Softball on the field

Thursdays:

- 6pm - 9pm Youth Night

Fridays:

- 7pm Magic Cards

Regular Monthly and other upcoming activities:

July Community Potluck will be the 28th if we can find someone to host. 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 August 14th.

Hello all,

June things to note in the Income Expense Report:

- Income

- The only income received this month was bank interest.
- Looking forward to next month, in the first week of July, our first of two tax levy payments arrived in the bank account - \$117,268 (60% of the total levy) with the remaining ~\$75,000 expected by the end of the year.

- Expense

- Regular Payroll:
 - Supervisors (~\$750) for June meetings and hourly work
 - Treasurer (~\$650) & Clerk (~\$4600)
 - Road and Bridge (~\$4100)
- Other Government expenses:
 - Meeting notices (~\$110), general supplies (~\$130)
 - Annual fees for payroll/accounting software and website (~\$710)
- Other Road & Bridge expenses::
 - Equipment & Supplies (~\$1100)
 - Grader loan interest (\$1037) & principle (\$915)
- Finland Fire Dept & Friend of Finland quarterly contract payments (\$5000 each)
- Cemetery payroll and maintenance (~\$800 plus \$500 reimbursement of lot fees)
- Housing Grant expenses (~\$1150)
- Supervisors- you have a detailed Income Expense Report with specific vendor & payment details as well as a Balance Sheet Report showing separate fund activities.

June things to note in the Balance Sheet:

- Our General Checking account is at \$76,000 - very low considering township obligations and current spending patterns.
 - ~\$7000 of this cash is grant funds dedicated to the housing project.
 - ~\$11,000 additional cash is being held in savings and credit card security.
 - As mentioned above, the first portion of the levy arrived in early July, which puts Checking around \$195,000 going into the second half of the year.

- The General Fund is overspent by ~\$27,000 and the Road & Bridge Fund is overspent by ~ \$47,000. Other funds are cushioning these deficits for now, but to balance the General and Road & Bridge Funds would require significantly depleting these other funds.

- The primary Liability is the Grader Loan with a principal due of \$151,867.

Cash flow projections and proposed budget scenarios will be discussed later in the meeting.