

Town of Crystal Bay

Regular Board Meeting
Finland Community Center

Minutes

October 15th, 2024

I. **Attendance:** Stacy Breden Amy Nikula, Roger Peterson, Randy Josephson, Terri Perfetto, Douglas Perfetto, Paul Hartshorn, Rachel Flemming, Elaine Loeffler, Arlene Conzelman, Jenni Yandrasits, Mike Nikula, Anna Laskey, Lori Jacobs, Lise Abazs

- A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:59pm Pledge of allegiance.
- B. MOTION: To approve October's Regular Meeting Agenda. Motioned by Supervisor Peterson, Seconded by Supervisor Nikula, Passed by unanimous consent.
- C. MOTION: To approve September Regular Meeting Minutes. Motioned by Supervisor Nikula, Seconded by Supervisor Peterson, Passed by unanimous consent.
- D. Treasurer Report:
 - 1. **Income:** Miscellaneous revenue includes a small sales tax refund (\$17), RV dump donations (\$285), and a public donation for the septic project (\$100).
 - 2. **Expense:General Government -**
 - a. Supervisor (\$334), Treasurer (\$645), Clerk (\$6904).
 - b. Public Safety - Finland Fire Department quarterly contract payment (\$5000).
 - c. Public Works: Road & Bridge - Equipment expense (\$1411) was primarily fuel.
 - d. Garage expense (\$232) was primarily 2 months of electricity.
 - e. Road Supervisor payroll (\$6660) represents 160 regular hours and 67 overtime hours. Grader loan monthly interest (\$1017) shows up in this report as an expense, while the payment of the debt shows up as a reduction in the liability on our balance sheet.
 - f. Culture & Recreation - Friends of Finland quarterly contract payment (\$5000), lawyer fees (\$4556), maintenance labor (\$212), locks & meeting supplies (\$163), and septic pumping/biffies (\$1680).
 - g. Housing - ongoing project costs still are drawing from grant funds (\$1170).
 - h. Cemetery - payroll (\$207) and maintenance/supplies (\$79)
 - 3. **Summary**
 - a. September total expenses = \$35,367
 - b. Average expense over the past 12 months ~ \$31,400
 - c. Average budgeted monthly expense going forward ~ \$21,000

4. August things to note in the Balance Sheet:

- a. Overall checking is \$100,738. \$2,046 of this total are grant funds restricted for the housing project.
- b. Last month I noted that we expected a grant to reimburse the ~\$10,000 ballfield costs, but due to the timing of the project this is not likely to come through, so the expense is permanently reflected in the Capital Buildings & Grounds Fund.
- c. The only significant revenue expected before the end of this calendar year is the second portion of the 2024 levy (~\$65,000) which should arrive in December.

- d. The FEMA reimbursement amount and timeline is still uncertain. We hope to receive ~\$84,000 within 6-18 months.

4. Summary:

- a. At the current average spending rate, and based on known revenue, we will run out of cash by March, with the next levy revenue not expected until July.
- b. $\$100,738 - \$2,046 + \$65,000 = \$163,692$ cash available
- c. $\$163,692 / \$31,400 = 5.2$ months of cash
- d. At the budgeted amounts discussed last month, cash could last until June.
- e. $\$163,692 / \$21,000 = 7.8$ months of cash
- f. Neither of these scenarios account for expenses such as major vehicle repairs, road materials, or the many other unknown but very likely expenses that will occur over the next 6-12 months.

MOTION to approve Treasurer's Report Motioned by Supervisor Peterson , Seconded by SupervisorNikula , Passed by unanimous consent.

- E. Review & Approve October's regular monthly bills for a total of \$8,163.10
 - 1. MOTION to approve October monthly bills Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
- F. Review & Approve October regular monthly pay claims for a total gross pay of \$7,043.72
 - 1. MOTION to approve October regular monthly pay claims Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- G. Conflict of Interest Affidavits signed for the Clerk and Officer files.
 - 1. Mike Nikula for Triangle mowing in the amount of \$20.00
 - 2. Lise Abazs for Home Solutions in the amount of \$367.08

H. . Board reviews correspondence from Town

II. Reports (5 minutes each)

- A. Clerks Report: Stacy (full report attached to final minutes)
- B. Supervisor Update
 - 1. Rich Sve suggested the Town talk to Pete Stauber for assistance.
- C. Road and Bridge: Doug
 - 1. Pudgy wants to update the board that he has worked less hrs this month.
 - 2. He had to work on the Park Hill turn around smoothing out some ruts @ turn around and getting ready for winter
 - 3. Riverside Drive 3 driveways need some help with dirt before winter.
 - 4. Cooper Road new resident at end of the road
 - 5. Motor Oil for equipment is \$ 1,000.00 and Doug is in need of the oil soon. A barrel lasts about 5 years.
 - 6. Roses Road plowing will be to the end this year due to a home for sale.
 - 7. Doug is wanting to plow the end of the Mattson for winter fishing.
 - 8. Doug only wants to work 3 six to eight hrs days and will watch the weather for snow events.
 - 9. Doug would like the cement footers marked before winter 5 to 6 feet reflective.
- D. Cemetery: No update
- E. Friends of Finland Report: (Report attached to final report)
- G. Finland Home Solutions Grants and Partnerships Coordinator: Rachel
 - 1. Chatted last month with IRRRB about some housing grants. Talked with Christine with Lake County, about septic updates with ADUs, also started working on narratives for January's update meeting..
- J.. Finland Home Solutions Community Outreach Coordinator Lise
 - 1. New attendees to the September meeting.

III. Old Business

A. Friends of Finland Contract:

MOTION: To extend the Friends of Finland Contract to December 24th, 2024 with Amendments stated:

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

B. Recycling Trailer Update:

With regrets, I need to inform you that Lake County will not be moving forward with the MOU for locating the recycling trailer and building at the Crystal Bay Township location. We are not able to fulfill the request for the changes to the MOU and have been directed by the MPCA Grant Manager, Heidi Ringhofer, that we needed to move forward with placing the trailer where we can get immediate cooperation.

Please know that most of the Lake County Leadership has supported this change. The Town of Silver Creek has enthusiastically expressed the desire to host the recycling trailer and we are moving forward with working with them on an MOU and building permit. I understand that Crystal Bay Township has had its challenges. I hope that the township can push through those challenges and be in a better place in the future. I also hope in the future that we can revisit an opportunity to get a recycling trailer stationed in Crystal Bay Township.

C. Discuss scope of work and price point to ask for assistance from Lake County in interim for 6/18/24 Clerk Breden to

D. Procurement Policy: Tabled

MOTION to accept the Procurement Policy written up by GDO Law. Motioned by Supervisor , Seconded by Supervisor , Passed by unanimous consent.

IV. New Business

A. Lake County is planning a gravel stockpile production contract in 2025. If Crystal Bay is interested in acquiring a stockpile of processed aggregate material in 2025, we are to notify the Highway Department by the end of 2024. The county's gravel pit location selection has not yet been finalized, however crushing in Cramer Pit on Cramer Road(County Road 7, near County Road 8 is anticipated.

V. Public Concerns:

The board chair reads the rules for public concerns: everyone will have 2 minutes maximum to speak. Please use your time to address the Town Board on your concerns pertaining to the Township. The Board of Supervisors will not tolerate this time to be used to defame anyone's character and reserves the right to ask you to pass on your time if you choose to do so.

A. Randy Josephson is concerned about the funds, especially if the Levy isn't approved in 2025 by the Town. Randy would like to see another way to curb spending rather than up the taxes in the Road and Bridge Fund for FY26

VI MOTION: to adjourn the meeting at 8:13 pm until November 19th , 2024 at 7:00 p.m. at the Finland Community Center.

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

Clerk's Report

Regular Board Meeting

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.

- Clerk Office Hours Change in November to: Public Office Hours Tuesdays 11am to 2pm
Anything outside of these hours please make an appointment by calling 218-353-1236
or emailing @ crystalbaytownship@gmail.com
- I have been emailing the board weekly updates with hours and office happenings.
This information is updated for the board to stay current, and then I bring the final outcomes to the public monthly. As a reminder my Clerks report is a current monthly snapshot of activity, whereas financials are most likely a look back. I just wanted to draw that comparison as I continue to give Clerk Reports. The Clerks report in terms of my hours is always current whereas the numbers read off the financials are most likely previous months.
- Clerk hours for this pay period. (September 16th – October 13th) are 122 hrs. for the month averaging 30 hours a week. Down from 180 hrs. / 45hrs a week average for the month for last pay period August 19th- September 15th)
- Few months out yet but I will not be able to attend January's monthly meeting due to scheduling conflicts with coaching. I reached out to Lise and she will step in for me with the minutes.
- Crystal Bay Town Residents should have or shortly will be receiving your ballots via mail. Be sure to fill them out with black ink and mail back (or drive down and deliver them to the Lake County CourtHouse.). I heard yesterday that the pre-registration for Nov 5th is today Oct 15th. You can register online at 111.mnvotes.org
- Day of Voting is also an option, but Crystal Bay Residents will have to go to The Lake County CourtHouse to register and vote.
- I filled out a Grant Recipient Project Plan report for IRRRB – No further contact
- Dealing with Sam.Gov to try to get a UEI Number /for payment from FEMA
- Phil, BJ and I met on Sept 24th and our total reimbursement total is \$83,295.11
 - 1. Materials Cost is \$19,282.25
 - 2. Equipment Cost is \$45,549.03
 - 3. Labor Cost (Doug) is \$17,088.83
 - 4. CAT Z Admin Cost is calculated at 5% and will be reported on separately
(Somewhere around \$4164.74)
- Our FEMA Case should be closed on or before October 28th, 2024
- The Town Board can decide at our reorganizational meeting in December for FY25 on Meeting dates and times. This includes the Annual Meeting start time as well for posting and notices. If 6pm is the time in mind I will make sure to change things accordingly for the board to approve in December.
- General Information Update:
The attached map shows the counties declared for PA (Public Assistance) and IA (Individual Assistance). The Damage Assessment document shows that Lake County has a very high Per Capita Impact (due to low population and average income) which helped us get the IA.
- Also attached: Lake County News Release: Public review and comment period is now open for the Lake County Hazard Mitigation Plan from October 7 to October 21 prior to submission of the plan to FEMA. Please respond no later than October 21st.
Use QU Code on the provided sheet/ you can also access this letter digitally on our website under "HOME" or on our Facebook page @CrystalBayTownship
- I spoke with Jeff Weiss with MN DNR Modeling of Lake County. They are just getting started with their Mapping project in Lake County and have offered to map Crystal Bay Township for us. (This could take up to 5 years) but we would have mapping info to help us if we should want to mitigate areas in the future. I was thinking it might help specifically with Salveson Road, Breezy, Riverside Drive and other areas of the Township.
More later in Agenda
- Current Projects in the Clerk's Office include:
 - o SAM.GOV UEI number/
 - o FEMA Roads Project with BJ
 - o Friends of Finland Contract
 - o Septic Project
 - o Procurement Policy DRAFT
 - o Compensation Policy UPDATE
 - o Yearly Audit of Clerks Office Records Year 2023-2024
 - o Town Board Rules of Procedures Resolution
 - o Emergency Action Plan
 - o Policy for Document Retrieval

Friends of Finland Report to Crystal Bay Township

10/15/2024 Meeting

Financial Report on the Town money to date:

- Friends of Finland has received its Quarter 3 Contribution from Crystal Bay Township. It has been allocated to expenses incurred through June of 2024.

Operations Report:

- There was a slow leak in the geothermal system. That pipe has been repaired and the system has been topped off. Our heating system is ready for winter.
- Woodfired oven project is complete.
- There were 4 events at the CNC in the month of September that had rental fees.

Youth Program Update:

Youth night has been going well, with regular attendance by many local youth. With the seasons changing we have some staff members who venture to visit family or warmer places, and looking ahead to that we are hoping to hire some more folks soon. Please let us know if you know of anyone who might be interested in helping out. We also have an upcoming intergenerational field trip to Duluth to take a scenic train ride to a pumpkin patch, followed by a pizza party in Enger Park.

Youth attendance report:

Thursday 9/5: 35 youth

Thursday 9/12: 34 youth

Thursday 9/19: 9 youth (Severe Weather/Tornado Warning, parents were encouraged to pick up their kids early.)

Thursday 9/26: 30 youth