

Town of Crystal Bay

Regular Board Meeting
Finland Community Center

Minutes

November 19th, 2024

- I. **Attendance:** Stacy Breden, Mike Nikula, Amy Nikula, Lise Abazs, Paul Hartshorn, Roger Peterson, David Geist, Randy Josephson, Terri Perfetto, Douglas B. Perfetto, Joe Baltich, Randy Duke, Jana Studelska, Lori Jacobs, Joe Jacobs, Tyler Ellefson, Brock LeBlanc, Cory Wilder, Jim Marxer, Jenni Yandrasits
- A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:59pm with the Pledge of allegiance.
 - B. MOTION: To approve November's Regular Meeting Agenda. Motioned by Supervisor Peterson , Seconded by Nikula , Passed by unanimous consent.
 - C. MOTION: To approve October's Regular Meeting Minutes as amended. Motioned by Supervisor Hartshorn , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - D. Treasurer Report:
 - 1. **Income:** The only income deposited this month was bank account interest.
 - 2. **Expense:**
 - a. **General Government** - Supervisor (\$329), Treasurer (\$640), Clerk (\$4648) plus some legal notices, travel, and supplies.
 - b. **Public Works:** Road & Bridge - All expenses this month were well under budget. Payroll (\$1739)
Equipment expense (\$1388), Garage expense (\$89)
 - c. **Culture & Recreation** - Primary septic costs: pipe replacement (\$3100), pumping & biffies (\$1360)
 - d. **Housing** - ongoing project costs covered by grant funds (\$825)
 - e. **Other:** lawyer fees (\$223)
 - 3. **Summary**
 - a. October total expenses = \$15,910, only about \$500 over budget
 - b. November budget protection=\$25,000.00 about \$1900.00 over budget
 - Most expenses are within budget with the exception of the Clerk's payroll (higher due to an extra week in this month's pay period) \$1100 lawyer fees (due to Air Base Road legal issues) , and a \$3000 Workers Comp insurance Balance payment (which was budgeted for December).
 - Road & Bridge, again, was well under budget, so there is almost \$4000 as a cushion for the winter months or unplanned equipment repairs.
4. **October things to note in the Balance Sheet:**
- a. Overall checking is \$83,843, enough for only 3-4 months of normal expenses.
 - b. The second half of the levy payment and (hopefully) some FEMA reimbursement funds

will help cushion cash flow as we head into the next year, but this will not solve the need to replenish the depleted General and Road & Bridge Funds or the underlying issue of the levy amounts not covering current ongoing expenses in those funds.

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

- E. Review & Approve November's regular monthly bills for a total of \$13,251.32
 - 1. MOTION to approve November's monthly bills Motioned by Supervisor Nikula ,
Seconded by Supervisor Peterson , Passed by unanimous consent.
- F. Review & Approve November's regular monthly pay claims for a total gross pay of \$9,540.80
 - 1. MOTION to approve November's 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. Paul Hartshorn for Clair Nelson Center grounds winterizing in the amount of \$130.00
 - 2. Lise Abazs for Home Solutions in the amount of \$225.00.
- H. . Board reviews correspondence from Town

II. Reports (5 minutes each)

- A. Clerks Report: Stacy (full report attached to final minutes)
- B. Supervisor Update: None
- C. East Lake Board Update: Paul
 - 1. Report as read: We set the levy for 40K for FY25. We talked about Insurance since the current ins. the company dropped them. Content is insured but not the building. Rick Goutermont would see what he could go through the County for aid. The Roof needs replacing, it was built 60+years ago. With the new Levy there should be enough to pay for it, or they might have to bond. The building is owned by the Area townships and taxes pay for it. They meet twice a year. Now, they will have a physician's assistant and Dr. on staff again.
- D. Road and Bridge: Doug
 - 1. Report as read: Road are going to get a bit bumpy after the rain, 1 washout on Nikolai road. Everything is ready for Winter. Wind Storm last week reminded Doug to look at the trees on Breezy and South End of Riverside during our road tour in Spring 2025. I will try to cut back more on his hours.
- E. Cemetery : Vaughn's report read by Stacy
 - 1. I removed 3 garbage bags of flowers left after the removal date.
I am continuing to update burial records, location accuracy of plots and burial information. Cleaned up after wind storm damage, numerous trees that fell on 11/11/24.
There are several diseased spruce trees that need to be removed before they fall and possibly damage something. I will be contacting area contractors for estimates. Repurchase burial blocks from Ellie Scheib and Barb Doherty.
 - 2. Supervisor Hartshorn and Clerk Breden sign Barb Doherty's Interment resale slip and Clerk Breden will contact Barb accordingly.

3. MOTION: to approve resolution 1119-2024 naming Supervisor Nikula as approved for working at Cemetery with the appropriate Affidavits on file when doing so. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Supervisor Nikula Abstains. Motion Passes Majority

F. Finland Home Solutions Outreach Coordinator: Lise

1. We are planning a gathering to summarize in January, possibly the 2nd wed. A way to show the common barriers and the way forward. The ESMC Grant will pay out 5K. Though June 25
2. ESMC Contract signing Supervisor Hartshorn and Clerk Breden

G. Grants and Partnerships Coordinator: Rachel's report read by Stacy

1. In October I worked on the narratives for all of the speakers, I worked with the people from ESMC about the scope of work, I also attended one of their learning sessions. I also chatted with IRRRB about their grants and what is needed before applying.

H .Friends of Finland Report: Jana (Report attached to final minutes)

1. Jana Studelska introduces herself as the new Friends of Finland Executive Director and gives the Friends of Finland Report.

III. Old Business

- A. Procurement Policy: MOTION to accept Resolution 111924 Procurement Policy written up by GDO Law. tabled
- B. FEMA Update: Stacy
 1. We are currently in the Closeout phase: I am awaiting my meeting with our PMDG and HSEM agent. The amount will be for a total obligation of \$83,295.11
 2. I have a letter ready to go out to Lake County for 75K should the board decide to send it. MOTION to approve letter asking Lake County for reimbursable assistance in the amount of \$75K until our FEMA funds are received. -Tabled
- C. Friends of Finland Contract:
 1. Roger and Stacy will meet with Jana to discuss.

IV. New Business

- A. Lake County Gravel StockPile letter:
 1. Lake County is planning a gravel stockpile production contract in 2025. If Crystal Bay Township is interested in acquiring a stockpile of processed aggregate material in 2025 we need to notify the Hwy Dept by the end of 2024 with our interest and acceptable pit locations for our community. No pit selection has been decided although Cramer Pit is anticipated.
 2. Board comments we do not have the capacity to join the contract.
- B. MOTION to approve the updated Finland Fire Contract.
Motioned by Supervisor Peterson, Seconded Nikula passed by unanimous consent
- C. MOTION to amend Resolution 2024-02 updating Compensation to accurately reflect changes made to individual job descriptions. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent.
- D. Supervisor Hartshorn recessed the regular Monthly Meeting at 7:58pm for the purpose of the Board of Canvas portion.

E. Call to order the meeting as Board of Canvas Members at 7:59pm

F. Clerk issues oath to Board of Canvas Members

G. Clerk presents Canvass Report and abstracts to Board

- a. Number of Persons registered as of 7am on election day= 291
 - b. Number of persons registered on Election Day = 11
 - c. Number of accepted regular, military and overseas absentee ballots and mail ballots = 256
 - d. Number of federal office only absentee ballots = 1
 - e. Number of presidential absentee ballots = 0
 - f. Total number of persons voting = 257
 - g. Town Supervisor Seat A = Roger Peterson =215 votes/ 2 write in votes
 - h. SPecial Election for Town Supervisor Seat B = Charles Cook =39 votes, Michael Nikula 188 votes/ 1 write in vote
 - i. Town Clerk = Stacy Breden 225 votes / 2 write in votes
 - j. Special Election for Town Treasurer - Lise Abazs 204votes / 14 write in votes
3. Board Reviews and concurs or deals with discrepancies
 4. Board of Canvas moves to certifies election results as Clerk presented and signs Off on Abstract. MOTION TO accept Board of Canvas as presented by Clerk Breden
Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 5. Clerk issues notification to candidates and requests their signed campaign financial forms.
 6. Clerk issues Certificates of Election after receiving financial forms.
 7. Clerk declares the contest period will end Friday November 22nd.
 8. Clerk declares she will administer oaths of office at the December 19th's meeting.
 9. MOTION to adjourn Board of Canvas portion of meeting at 8:05pm

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

H. Supervisor Hartshorn reconvened November's regular monthly meeting at 8:06pm

V. GUESTS:

A. Finland Fire Department: Jim Marxer spoke on behalf of the Finland Fire Dept.-

1. They would like the Titles on vehicles brought back to the Finland Fire Dept. and wonder if the Town can still insure them if this was to happen?
2. Another question is could the Land the Fire Hall is on be transferred to the Fire Hall.

A copy of the current contract was given to Jim and the department will review it. Stacy will attend the fire meeting to have them sign the copy if there are no changes. Stacy will contact the insurance company and Lake County and be in contact with Jim regarding the inquiries.

VI. 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. Cecile Schmidt Concerns and Questions Attached for board.

1. Is there something the Township can do about the abandoned property called the old military base? It is damaging the Township with all the thieves and criminal activity on the mountain top.

2. The Current Satellite tracking system the surveyors use makes the whole road off track from its actual position. Your current resolution indicated that you were taking the easements across the named properties of the owners that live on the road. When it wasn't over their properties the road was isolated and had its own documented legal description. So, even if these people signed off on it, they didn't own the road. The other dilemma is that the new survey lines would put a lot of homes right on the actual road at this point.
3. I would also like to indicate that your current resolution documented that the 66ft that was taken for the road would be right inside the lines of the electric easements, transmitter easements, telephone easements etc. Which would also have their own legal descriptions.
4. I would also like to ask the Town Board if they know of anyone who would be taking our placards from our private road? Could they please ask anyone in attendance at the Town Meeting.

The Town Board signed a letter of correspondence to Cecile and felt that was sufficient enough. Our resolution for the Town Road stands and she now has a copy.

B. Randy Duke president of Friends of Finland board introduced himself and stated that the Friends of Finland are currently seeking board members of all ages. Youth is encouraged to apply and ask everyone to pass the word along to friends and neighbors. Randy states at Closing that "we are making improvements".

VII. MOTION: to adjourn the meeting at 8:09 pm until December 17th, 2024 at 7:00 p.m. at the Finland Community Center. Motioned by Supervisor Nikula, Seconded by Supervisor Peterson, Passed by unanimous consent.

Clerks Report 11/19/2024

- Clerks Public Office Hours are Tuesday 11am to 2pm
Anything outside of these hours please make an appointment by calling 218-353-1236 or emailing @ crystalbaytownship@gmail.com
- Clerk hours for this pay period (October 14th – November 17th) are 165 hours; this averages 33 hours a week. This is a 5 week pay period. My hours are up from 122 hrs last month (4 week pay period)
- Reminder I will not be at January's meeting, so I will have items prepped next month for organization motions. I will post a 6pm Start time for Monthly Meetings/ Annual Meeting for approval at December's Organizational Portion.
- I attained a UEI number for Crystal Bay Township with our Physical address as 6866 Cramer Road (We used the governmental exemption letter I submitted last month)
- Our FEMA Project is in the final stage. More details further in the meeting.
- I spoke to Matt Huddelston about Lake County advancing us 75K of the FEMA funds.
More details further in the meeting.
- Travis Ahlbeck with the Finland Fire Department inquired with me re: Finland Fire's desire to purchase a bounce house. I discussed this with our agent and the current

policy doesn't cover bounce houses. Our Agent investigated other companies and there is no coverage available for a bounce house at this time. They advised me to tell the Fire Dept their best route is to rent one. In the event the Fire Dept. rents a bounce house they should contact the Town 30 days prior to the event with the bounce house vendor so the Town can be properly listed

- I attended the November Fire Department Meeting to give them new Insurance cards and have the Department look over their Declaration Pages. I believe we will hear from them later in the meeting regarding changes they would like to make and questions or concerns they may have.

- The F.O.F Extension Contract has been signed.

Tank heaters are in but not heating yet. Town board needs to make some decisions on billing as this cost is for our Septic but will come through the electric bill. Kyle figures roughly \$300.00 per month while we are in the heating season. The is with 24/7 heating, we chatted about putting a thermostat out there. Also, another area I know of off the top of my head is that the Friends of Finland paid for our GEOTHERMAL unit to be fixed last month

- Also, working with Finland Home Solutions on logistics (Invoicing for funds, and filling our Steering Committee's open Secretary role). I have a meeting set next week with FOF Staff and Lise to discuss how we will proceed.

- Spoke with Gretchen Gilbertson about Cecile Schmidt putting items on the Township Road. The Township owns 1.4 miles from County Road 7 (per Resolution Establishing a Town Road dated 3/8/2016) but has maintained the road 152.5 feet past the 1.4mile marker. Doug and Stacy went out on 10/29/2024 12:30pm to 1pm and marked with white spray paint and road markers. Our Legal Counsel advises us if we have maintained the road past the 1.4 (152.5 feet) for 6 years or more then it is an established Town Road. I have a letter for the board to sign for Cecile addressing past Lookout Road is in fact Private. I have sent her the Lake County Highway Department Letter from 1984 stating as much. I had a conversation with Cecile explaining that it was the Clerk's office error a letter from our Lawyer was sent to her. She was receptive to my apology and has more questions for the Town Board. More on her concerns in Public Speaking.

- Paul and I met with Jeff Weiss and his team with MN DNR on Tuesday Nov 22nd at 2:30 via Teams and discussed wanting to zone in on the Salveson, Breeze, Riverside portions of the Township with potential Flood Hazards for the 50, 100, 200 + year flood. Stacy submitted a picture of Baptism and the Bridge on Hwy 1 (by Our Place) to Jeff on the 23rd for the project. We will wait to hear, but thought they could get this started and finished quickly since there was down time in their workload right now.

- I reached out to Pete Stauber's office and Grant Hauschild to ask them what assistance we could gain with our pumping costs in the interim (Winter of 24/25) until our Septic is complete. Both Offices said any relief that could come wouldn't be immediate and would come well after our Septic Funds though legislation is allocated.

- Mr. Hauschild Suggested maybe seeing if IRRRB had any extra funds they could help us with in the interim. I reached out to Chris Isiml in an email and have heard nothing back.
- Paul, Doug and I met with Jason DiPiazza Lake County Hwy Engineer re: the New Lake County Garage Project in Finland. Highlights are:
 - o Project Projection date 2028.
 - o Unofficial Cost around 10 million for a garage site half the size of Two Harbors.
 - o Crystal Bay is interested in 1 to 2 stalls currently.
 - o No cost talked about. The cost idea Jason had mentioned could look something like Lake County has with Fall Lake currently. A flat building costs per square feet of usage in the beginning building stage and then a monthly lease (fixed percent of the monthly bills) Which would fluctuate monthly depending on the usage of the building.
 - o What would happen with our building? Maybe we could lease it out for cold storage?
 - o What would happen with the current Lake County Garage site? It could potentially be rented out as well. Maybe if the cost is too high for Crystal Bay Township in the new facility, we could look at moving to the current Lake County site and leasing space at our current garage for other business entities. Or maybe it's more economical for us to stay where we are.
 - o Grants might be useable as in-kind service to build the New Lake County facility. There are a lot of unknowns currently since it's just in the beginning phase. The town board might want to think ahead if grants are needed or wanted for any portion on our behalf as I am not a grant writer, and my workload will not allow for that work.

· **Current Projects in the Clerk's Office include:**

- o FEMA Roads Project- Final Stage
- o FEMA Advance with Lake County
- o Reorganization Meeting info for December
- o Friends of Finland Contract
- o Septic Project
- o Procurement Policy DRAFT (Should be finished this meeting)
- o Compensation Policy UPDATE (Should be finished this meeting)
- o DNR Project with Jeff Weiss
- o Lake County Garage Site Project with Jason DiPiazza/ Doug and Paul
- 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 11/19/2024

Financial Report on the Town money to date:

As of August 2024, Friends of the Finland Community is using general operating donations and foundation grants to cover the expenses of the Clair Nelson Center building as the Township contributions have been allocated to expenses incurred earlier in the year already.

Crystal Bay Township Grant Tracker 2023 & 2024

Utilities

Monthly average (including septic): \$1,400

Annual average (including septic): \$16,800

Monthly average (discluding septic): \$775

Annual average (discluding septic): \$9,300

Building Manager & Custodian

Monthly average: \$3,300

Annual average: \$39,600

Repairs/Maintenance/Building Services

Monthly average: \$550

Annual average: \$6,600

Rental Income

Monthly average: \$450

Annual average: \$5,400

Building Totals (from averages above using 2023 and 2024 data)

Monthly average (including septic): \$5,250

Annual average (including septic): \$63,000

Monthly average (discluding septic): \$4,625

Annual average (discluding septic): \$55,500

Youth Program Report

Thursday Youth Night #s have decreased a little which is normal this time of the year.

Kids have been spending more time inside. We interviewed 1 person for a youth worker position to fill a spot when 3 of our staff leave for the winter. Kaare will be the new

regular snack person for the season after Sheryl leaves. Nate (Friday Night Coordinator)

completed his 1st Aid/CPR Training and a record of that is in file in the office. We took

the annual Intergenerational Pumpkin Train Trip (funded from the Victory Fund Big Read Grant and Silver Bay Library) on Oct. 20. We had 22 kids and 28 adults/seniors (Total of

50). No YN the last week of October due to it landing on Halloween.

Oct. 3- 27 kids

Oct. 10- 25 kids

Oct. 17- 24 kids

Oct. 24- 27 kids

Oct. 31- Canceled For Halloween

Operations Report

- The RV dump has been winterized.
- The 1st annual Finland Halloween Festival happened on Oct 19th. It was a big success with a high number of community members in attendance.
- There was 3 paid rentals in October