

# Town of Crystal Bay

Regular Board Meeting  
Finland Community Center

## Minutes

December 17th , 2024

- I. **Attendance:** Lise Abazs, Stacy Breden, Paul Hartshorn, Mike Nikula, Roger Peterson, Vaughn Hoff, Douglas Perfetto, Terri Perfetto, Lori Jacobs, Joe Baltich, Randy Josephson, Jana Studelska, Jenni Yandrasits, Arlene Conzelman, Anna Laskey
  - A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 7pm with the Pledge of allegiance.
  - B. MOTION: To approve December's Regular Meeting Agenda. Motioned by Supervisor Nikula Seconded by Peterson , Passed by unanimous consent.
  - C. MOTION: To approve November's Regular Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
  - D. Treasurer Report:
    - 1. **Income:** Bank interest (\$15) and October (\$588) and November (\$190) RV dump donations.
    - 2. **Expense:**
      - a. **General Government** - Supervisor (\$451), Treasurer (\$637), Clerk (\$6284) plus clerk travel (\$60) and monthly payroll fees of (\$45)
      - b. **Public Safety** - General insurance coverage for Fire Dept (\$7552)
      - c. **Public Works:** Road & Bridge - All expenses this month were within budget. Payroll (\$2506), Equipment fuel expense (\$683), Garage expense (\$112).
      - d. **Culture & Recreation** - Culture & Recreation - Community Center materials and outdoor maintenance payroll (\$194), Triangle monthly lighting fee (\$66)
      - e. **Housing** - ongoing project costs covered by grant funds (\$657)
      - f. **Miscellaneous** - Legal fees regarding Air Base Road (\$1132), Workers comp for Fire Dept (\$3065)
      - g. **Cemetery** - Payroll (\$226), Equipment use & supplies (\$160)
    - 3. **EFT transactions** included Visa bill of \$122.22 and Loan payment of \$1952.17
    - 4. **Summary :** November total expenses = \$24,834 (\$1584 over budget)  
December budget projection = \$22,569 about \$6800 under budget, \$3000 due to the insurance bill paid a month earlier than budgeted. Most expenses are close to budget expectations, with Legal Expense \$900 over budget, Clerk Expense \$3000 over budget, and Road & Bridge holding a \$9000 cushion as we go into mid-winter.
    - 5. November things to note in the Balance Sheet:
      - a. The checking account holds \$58,843, about 2 months of normal expenses.
      - b. December income will bring this balance back into a safer zone since we have received both the second half of property tax payments AND the FEMA reimbursement, but the underlying issue of underfunded

expenses in General and Road & Bridge Funds still needs to be addressed long term. MOTION to approve Treasurer's Report Motioned by Supervisor Nikula, Seconded by Supervisor Peterson , Passed by unanimous consent

- E. Review & Approve December's regular monthly bills for a total of = \$ \$12,646.84
  - 1. MOTION to approve December's regular monthly bills Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- F. Review & Approve December's regular monthly pay claims for a total gross pay of \$8,079.50
  - 1. MOTION to approve December'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 snow removal in the amount of \$110
  - 2. Lise Abazs for Home Solutions in the amount of \$175.

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. Supervisor Nikula went to the Cannabis meeting and they passed the ordinance after some edits. Crystal Bay Township will fall under the County in re: to this ordinance.
  - 2. Joe Baltich was present at this meeting and added: some amendments to the ordinance were:
    - a. Planning and Zoning could determine if a marajuana project fits the neighborhood, or (is conducive).
    - b. Cannabis operations on a private road or drive can be considered during the approval stage. You should have your own private drive to your cannabis operation.
- C. Road and Bridge: Doug
  - 1. Keith Anderson with DNR will be installing a three sided culvert on Mattson Road. Doug will invite him to come to the January meeting to discuss this.
  - 2. In regards to the FEMA funds being paid out and the project being completed Doug thanks the team, BJ, Stacy and self.
  - 3. The Dec. 9th storm took 40 hrs to clean up, Doug had a bit of a problem with the Fire Hall property. , from the property at the Rescue Hall to the telephone pole, someone made big piles and they froze solid. This took time to clean up. Jack Nelson came by and helped, thank you to Jack Nelson.
  - 4. Doug thinks the town should replace the class 5 pile and respond to Jason's letter from last month. We used 2500 yards in the FEMA project. Lise looked up our cost for gravel. We spent 25k on road materials in Summer/Fall of FY23.
  - 5. Doug went to the Lake County sand pile in Finland for a scoop of sand; they wouldn't give him sand due to a new system. There is a form (Gravel acquisition form) needing to be filled out before getting sand. Neil said to "talk to the commissioners".

Joe is in attendance tonight, Doug is talking to Joe about the issue after the

meeting. Doug posed this question/ concern. What happens when there are no county guys and Doug is stuck? He can't just go get a bucket full of sand.

6. Doug will scrape the roads Wednesday (tomorrow) before the storm Thursday.

E. Cemetery : Vaughn

1. With regards to removing white spruce, Vaughn talked to Ben Klemmer, in the Spring we can address the dead trees before they fall down, hopefully they last.
2. Veterans Memorial Kiosk is still in the planning stages.
3. Supervisor Nikula added he talked to Randall Walz at the MN Veterans Home in Silver Bay, if he writes a short paragraph of the project out here at our cemetery, the Vets would be willing to help out with funds.

F. Finland Home Solutions Outreach Coordinator: Lise

1. University is working on a follow up on specific areas we want to dive deeper into. A few options could be inventory of existing housing assets, different ownership strategies. Also, address the barriers for increased housing options zoning, and septic. Students and researchers are looking into this and in February we will present these options. We did get the remainder of the age-friendly funds and 5k for the RSDP (ESMC).

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

1. I have worked on the narratives for the now February meeting.

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

1. Working on the contract - Jana would like to see the contract extension agreement extended until April 1st, 2025 while our working group sorts through what a new contract between the Town and F.O.F will look like.
2. F.O.F things are moving forward well and slowly. Rebuilding relationships and reaching out to funders.

### III. Old Business

A. Procurement Policy: MOTION to accept Resolution 1217-2024 Procurement Policy written up by GDO Law. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent.

B. Friends of Finland Contract:

1. Committee Update: See attached Report  
Jana would like to see a maintenance schedule made for the building.  
Jana mentioned that in the Amendment to the agreement it states that the Town is taking on Septic costs, and the heaters for the Septic Tanks are included in the electric for the Building that the F.O.F pays. Clerk Breden told Jana to have the F.O.F invoice monthly \$300.00 since that is the estimated cost for these heaters.
  - a. Clerk Breden asked if a motion was needed to discuss the Friends of Finland Contract with the Legal Council. Supervisor Peterson said we should wait until after our January 6th committee meeting to get a list of questions ready before contacting the legal council.
2. Contract Extension

a. MOTION to extend the Friends of Finland extension contract and 1st amendment though April 1st 2025. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

#### **IV. New Business**

A. MOTION to approve Resolution 1217-2024A Adopting the Lake County 2024 Hazard Mitigation Plan Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

B. Reorganization for Fiscal Year 2025

1. MOTION to Pass Resolution 1217-2024B Appointing Board Chair as Supervisor Hartshorn & Vice Chair Supervisor Michael Nikula for FY2025 Motioned by Supervisor Peterson, Seconded by Supervisor Nikula , Passed by unanimous consent.

2. MOTION: The Town Board of Crystal Bay , Lake County, Minnesota holds its regular scheduled board meetings on the third Tuesday of each month at 6:00pm at the Clair Nelson Intermodal Transportation Center (Finland Community Center) located at 6866 Cramer Road, Finland, MN 55603. If the date of a regular meeting falls on a holiday or conflicts with an election, the meeting will be held in the following week on the same day, time, and place. If a regular town board meeting must be held at a different date, time, and place than indicated above, or if the town board decides to hold a special board meeting, notice of the meeting will be posted and published. A copy of this schedule shall be kept on file at the town's primary office where its records are kept. This schedule shall remain in effect until changed by motion of the town board. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent.

3. MOTION: The North Shore Journal is selected as the official newspaper for Township notices. Motioned by Supervisor Nikula , Seconded by Supervisor Hartshorn , Passed by unanimous consent.

4. MOTION: the entry to the Community Center (Clair Nelson Intermodal Transportation Center) and the bulletin at the Finland Cooperative Store shall be the official posting places for Town business. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

5. MOTION: The North Shore Federal Credit Union is designated as the official depository bank for the Town of Crystal Bay with the Clerk, Treasurer, Chair and Vice Chair as signatories. Additionally the Clerk, Road Superintendent Douglas Perfetto and Supervisor Nikula are approved for use of the Credit Union Share Secured VISA Card. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent.

6. Record any Known Conflicts of Interest

- a. Paul Hartshorn: Town Hall and Roads Worker cost of \$20.00 per hr
- b. Michael Nikula: Town Hall, Triangle, Fire Hall and Cemetery at a cost of \$20.00 per hour
- c. Lise Abazs: Finland Home Solutions Outreach Coordinator for \$25.00 per hour. Each officer has the appropriate conflict of interest resolution on file in the office of the clerk. The town clerk also

provides monthly appropriate affidavits for each supervisor or officer given they have a conflict in any given month. Each affidavit is affixed to the monthly pay stub and filed in the employee file and in the affidavits book kept in the office of the clerk. Each supervisor or officer is given their affidavits upon request.

C. Set Board of Audit Meeting:

1. MOTION to set the Crystal Bay Town Board of Audit on February 18th at the end of the regular monthly meeting. Motioned by Supervisor Hartshorn , Seconded by Supervisor Nikula, Passed by unanimous consent.

D. MOTION to set the annual meeting date on March 11th,2025 at 6pm at the Clair Nelson Community Center. Motioned by Supervisor Hartshorn , Seconded by Supervisor Nikula , Passed by unanimous consent. Clerk Breden will post notices accordingly.

E. County Committee of the Whole Meeting Date - No date set

F. Clerk Issue Oaths of Office for Elected Officials

V. MOTION: to adjourn the meeting at 8:18 pm until January 21st , 2025 at 6:00 p.m. at the Finland Community Center. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

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Paul Hartshorn- Board Chair

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Michael Nikula- Vice Chair

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Roger Peterson- Supervisor

Attested to this 21st day of January, 2025

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Stacy Breden- Clerk

## **Friends of Finland Report:**

### **Youth Program Report**

The youth program hired 2 new staff to replace the 3 that leave for the winter months. The kids helped with a craft project that was displayed in the lobby through the month of November. It was the Tree of Thanks and each kid wrote down one thing they were thankful for a leaf and we placed it on the tree. Attendance #'s for youth night are normal for the time of year.

Novembers Attendance:

11/7- 22 kids

11/14- 25 kids

11/21- 19 kids

11/28- No YN for Thanksgiving

### **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.

### **Operations Report**

- The main sewage pipe from the building to the septic had clogged up and was backing up. It did not back up into the building and/ or cause any damage. Kyle snaked out the main pipe from the outdoor cleanout pipe freeing up the clog. When the septic system is rebuilt next year, the last 5-10 ft of the pipe leading to the first tank should be inspected and likely replaced to give it a proper angle.
- There were 5 paid rentals in the month of November
- The tank heaters were reinstalled and turned on for the season in the lower 2 septic tanks (disconnected from the 3 holding tanks).

## **Clerks Report:**

- 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](mailto:crystalbaytownship@gmail.com)
- Clerk hours for this pay period (October 14th – November 17<sup>th</sup>) are 134 hours; this averages 33 hours a week.
- I am moving into the busy time of year: end of year tax documents, full office record turnover in January after our January meeting. Prepping for Annual Meeting, and then the season of meetings, Lake County Board of Appeals and Equalization, Committee of the Whole. I Will do my best to keep it under 30 hours.
- I had our closeout meeting with FEMA on Monday November 25<sup>th</sup>, we got notice of the Fund release date of November 27<sup>th</sup> and \$83,295.11 was deposited on 12/1/24.
  1. On 12/5/24 I signed our CAT-Z Obligated P4 form for the release of \$4,164.76 This should be deposited within the next 30 days
- Fire Department: Paul and I did not attend the Fire meeting on Dec 5<sup>th</sup>. I heard back from Jim Marxer and the current contract is not in agreeable terms to the membership that has seen it so they will need to review it on the 5<sup>th</sup> and will most likely be proposing a new contract. They will not be looking to change the amount from the township or the payment terms but rather removal of some sections and adding in the standard language to go along with Minnesota state guidelines.

1. I advise the board that anything given to the Township to sign be looked over by legal counsel.
2. During communication with Jim, he had said he has a note that says the Township has the Fire Truck Titles. Upon looking through the Township Records I do not see them. I talked with Lise Abazs and she said nothing was in the Safety Deposit Box when items were moved from there to our safe. I spoke with Paul, and he doesn't recall us ever having them or that he as Board Chair signed any titles over the past 12+years. Jim said he will ask for duplicates from the State.

A. Clerk Notes: Once the Fire Department attains the duplicates, they must make a formal request in a letter to the Township to remove themselves from the titles. This action will need a BOARD MOTION at that time.

B. Regarding the Fire Departments inquiry about the land the fire hall is on. Matt Huddleston is going to look at the deed and get back to me to make sure there are no County stipulations, he didn't foresee any. Questions and advice he posed to the Township to consider is

1. Who is holding the land if we decide to part with it?
2. Can they (Finland Fire) hold land?
3. This request should also be posed to the Township from Finland Fire Department in a formal letter for consideration. Clerk Notes: This action would also need a BOARD MOTION of acceptance or denial at that time. And then possible legal fees for the transfer would be incurred.

3. Regarding Insurance questions asked by Jim at the November Meeting:

Yes, Crystal Bay Township can continue to pay for the Finland Fire Departments Insurance even if they are not listed on the Titles to the Vehicles or the Land.

4. Turns out though for the Township to be listed as a rider on the insurance (FOR LIABILITY PURPOSES) There needs to be a signed and active contract. I couldn't provide one to the Agent and the Fire Department was unwilling to sign the current one while we work on a new one. So, this puts the Township in a bind of not being insured should something happen on the property. I spoke with the Agent over the span of a few weeks, and she spoke to the Underwriter and now, as of 12/1/2024 Crystal Bay Township is covered with General Liability with an increase to the Premium of \$100.00 per year. It was waived, and then this afternoon I was told they will charge \$75.00 for the coverage. This will be paid in January. Once we have a contract signed this needs to be sent to the Insurance for their records and every year at Insurance renewal this contract will need to be sent in with the signed declaration pages. (The Contract can be a 5-year contract with Finland Fire, but for Insurance purposes it will need to be sent in yearly)

5. Should the Fire Department be unsatisfied with their coverage amounts per vehicle they will be asked to do some research on what their trucks are worth and provide that information to the Clerk to send to the Insurance Company.

- Board of Audit: It can be part of a regular meeting although it will need to be separate minutes and will take some time. The board of audit is to occur any time between the end of the year and one week before the annual meeting on the 2<sup>nd</sup> Tuesday in March.

This date will be decided later in the meeting.

- Roger, Lise, Jana, Jenni, Kyle and I met Dec 10<sup>th</sup> there will be a report later in the meeting.

- Lise and I met with Jenni and Jana of the F.O. F to discuss the Housing Project funding. I invoiced the Friends of Finland for the remainder of the Housing Project Funds with Age in Place to the amount of \$\$9175.00 and provided a narrative to them for the project. This has been paid out and will be reported on next month.
- IRRRB bond sale closing date was December 11<sup>th</sup>, no update.
- Procurement (Purchasing Policy): I would like to ask the board to take some time at this meeting if needed to look over the procurement policy. It will be needed in tandem with the Friends of Finland Contract and an up approved copy was used in our FEMA reporting. This needs to be decided on at this meeting. If there needs to be an edit, I can note it and change it, so a copy is signed before the end of FY2024. · DNR Mapping Project with Jeff Weiss: He reports: "We have completed a model and draft mapping for the Baptism River. We're working through our internal quality checks. I don't think we'll be ready to share results for the Dec 17<sup>th</sup> meeting, but hopefully we can meet with you all soon to walk through what we have done so far and see if there is some additional info that will be helpful for you. "
- FY24 Yearly Audit: I will mark down all the items I have in the office for 2024, and Lise and I will be working on digital records retention and cleaning moving forward.
- B.J. stopped in today and helped me understand the Lake County Hazard Mitigation plan a bit better. I have several talking points to go over with them re: Sheltering Plan, PETS ACT, and their CWPP (Community Wildfire Protection Plan). As a Sheltering building the County should help us acquire a generator according to their Mitigation Plan.