

Town of Crystal Bay

Board of Audit Meeting
Clair Nelson Community Center
6866 Cramer Road Finland, M 55603

Minutes

February 18th, 2025

- I. **Attendance:** Stacy Breden, Michael Nikula, Paul Hartshorn, Roger Peterson, Lise Abazs
 - A. Supervisor Hartshorn called the meeting to order at 7:06 p.m
 - B. MOTION: To approve Board of Audit Agenda. Motioned by Supervisor Peterson, Seconded by Nikula , Passed by unanimous consent.
 - C. MOTION: To approve the Fiscal Year End Treasurer's Report.
Motioned by Supervisor Nikula, Seconded by Supervisor Peterson, Passed by unanimous consent.
- II. **Board of Audit: (Supervisors Hand Written Report filed with original minutes)**
 - A. Review 2024 Receipt
 1. Supervisor Nikula
 - a) 1/31/24: \$.68 Deposit Interest into Secured Shared VISA Account
 - b) 1/31/24: \$1.60 Deposit Interest into Rotating Loans Account
 - c) 1/31/24: \$.15 Deposit Interest into Share Savings Account
 - d) Supervisors verified the clerk and treasurer books match
 2. Supervisor Hartshorn
 - a) 2/29/24: \$.14 Deposit Interest into Share Savings Account
 - b) 2/29/24: \$8.28 Deposit Annual Dividend Patronage Account
 - c) 3/31/24: \$6.82 Deposit Interest into General Checking Account
 - d) Supervisors verified the clerk and treasurer books match
 3. Supervisor Peterson
 - a) 7/5/24: \$117,267.96 ACH DEPOSIT Tax Apportionment 2024 S1 Tax from Lake County into General Checking Account
 - b) 7/22/24: \$2,692.50 ACH Deposit into General Checking from MN STATE-MMB
 - c) 7/30/24: \$.68 Deposit Interest into Secured Shared VISA account
 - d) Supervisors verified the clerk and treasurer books match
 4. Indebtedness Grader Loan end of year 12/31/2024 = \$146,143.98
Indebtedness was verified with statements.
 - B. Review 2024 Disbursements
 1. Supervisor Nikula
 - a) 2/20/24: \$257.20 payment to Contractor Rachel Fleming (Housing Grant) check number 9621
 - b) 6/18/24: \$586.94 payment to Finland Cooperative check number 9748
 - c) 8/20/24: \$62.00 payment to Cooperative Light & Power check number 9809
 - d) Supervisors verified Clerks Physical records and Treasurers Quickbooks records match.

2. Supervisor Hartshorn

- a) 2/1/24: \$1952.17 EFT Payment on Grader
- b) 2/20/24: \$230.61 EFT payment to NSFCU for VISA
- c) 4/16/24: \$800.13 EFT payment to NSFCU for VISA
- d) Supervisors verified Clerks Physical records and Treasurers Quickbooks records match.

3. Supervisor Peterson

- a) 1/16/24: \$1666.11 payroll payment to Douglas Perfetto check number 9578
- b) 1/16/24: \$30.00 payment per diem for Finland Home Solutions January Meeting to Nancy Olson check number 9578 (Housing Grant Funds)
- c) 1/16/24: \$30.00 payment per diem for Finland Home Solutions January Meeting to Demetrius Hill check number 9579 (Housing Grant Funds)
- e) Supervisors verified Clerks Physical records and Treasurers Quickbooks records match.

C. Clerk & Treasurer Fund Balance Reports were verified by Supervisors

- a) Clerk & Treasurer Match = Total Liabilities and Equity 12/31/2024 was \$232,023.34

III. Treasurer Presents:

A. Review of FY24 and FY25 Numbers

Accounts	LEVY 2024	LEVY2025
#100 General Fund	\$35,000.00	\$60,000.00
#110 Town Hall Fund	\$25,000.00	\$27,000.00
#120 Community Projects	\$5,000.00	\$3,000.00
#201 Road & Bridge	\$70,000.00	\$70,000.00
#225 Emergency Services	\$22,500.00	\$22,500.00
#226 Cemetery	\$2,000.00	\$2,000.00
#401 Capital Buildings	\$10,000.00	\$10,000.00
#406 Capital Equipment	\$25,000.00	\$25,000.00
Total Levy	\$194,500.00	\$219,500.00

B. Supervisors Determine Proposal for FY26 Levy to be presented to the Town at the Annual Meeting

Accounts	LEVY 2026
#100 General Fund	\$\$75,00.00
#110 Town Hall Fund	\$27,000.00
#120 Community Projects	ZERO
#201 Road & Bridge	\$75,000.00
#225 Emergency Services	\$22,500.00
#226 Cemetery	\$2,000.00
#401 Capital Buildings	\$10,000.00
#406 Capital Equipment	\$30,000.00
Total Levy	\$241,500.00

VI. Supervisors

A. MOTION: To make the proposal of waiting until our September Monthly meeting to Set the FY26 Levy
Moted by Supervisor Peterson, Seconded by Supervisor Nikula, Passed by unanimous consent.

B. Continue with the same statement to anyone requesting donations that their requests may be granted
at

half of the requested amount due to other fiscal obligations this year, mainly the uncertainty of the
Septic, and hopefully no natural disasters.

C. Supervisors sign and complete a hand written board of audit report.

V. Close Meeting

MOTION: to adjourn the meeting at 8:05 pm Moted by Supervisor Hartshorn, Seconded by Supervisor Nikula ,
Passed by unanimous consent.

_____date:_____

Paul Hartshorn- Board Chair

_____date:_____

Michael Nikula- Vice Chair

_____date:_____

Roger Peterson- Supervisor

Attested to this 18th day of March, 2025

_____date:_____

Stacy Breden- Clerk of the Board

