

Town of Crystal Bay

Regular Board Meeting

Clair Nelson Community Center

6866 Cramer Road Finland, MN 55603

Minutes

February 18th, 2025

- I. **Attendance:** Stacy Breden, Lise Abazs, Michael Nikula, Terri Perfetto, Douglas Perfetto, Paul Hartshorn, Roger Peterson, Rachel Clark, Lori Jacobs, Nancy Anselment-Olson, Vaughn Hoff, Keith Anderson, Jennifer Biederman, Bob Buus
 - A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6 pm with the Pledge of allegiance.
 - B. MOTION: To approve February's Regular Meeting Agenda. Motioned by Supervisor Peterson, Seconded by Nikula, Passed by unanimous consent.
 - C. MOTION: To approve January's Regular Meeting Minutes. Motioned by Supervisor Nikula, Seconded by Supervisor Peterson, Passed by unanimous consent.
 - D. MOTION: To approve the Treasurer's Monthly Report. Motioned by Supervisor Peterson, Seconded by Supervisor Nikula, Passed by unanimous consent.
Lise, Officially disclosed pro bono work she is volunteering to do for Friends of Finland. Lise has a Contract stating Conflict of Office and Specific Services she will and will not be performing filed in the Clerk's Office. This is a 6 month contract.
 - 1. **Income:** We received the remaining balance of our 2024 tax apportionment (\$18,372). Bank interest includes the additional year end patronage dividends (\$247). The Finland Child Care Loan payments have restarted after the pause granted at the last Annual Meeting, with the interest showing up as income on this statement even though it remains in the Rotating Loans fund along with the principal payment. Total monthly loan payment is \$215 including the \$16 interest.
 - 2. **Expense:**
 - a. **General Government:** Supervisors (\$671) and Treasurer (\$752) payroll were higher this month due to the Emergency Meeting in January, Clerk wages (\$7065) were also higher than budgeted. Additional costs included Supervisor mileage (\$54), annual fees for MN Assn of Townships (\$482), Board of Canvas notices (\$114) and misc office fees and clerk supplies (\$102).
 - b. **Public Safety:** An additional fire department insurance payment (\$75)
 - c. **Public Works:** Road & Bridge - Payroll (\$2105), representing 20hrs/week for Road Supervisor and 3 hrs additional assistance, Equipment fuel expense (\$556), and Garage expense (\$560) including a \$307 propane refill.
 - d. **Culture & Recreation:** Culture & Recreation - First quarter Friends of Finland contract (\$5000), Community Center outdoor maintenance payroll (\$140), Septic tank heating and pumping (\$780), Triangle monthly lighting fee (\$68)
 - e. **Housing:** ongoing project costs covered by grant funds (\$787).

- f. **Cemetery** : Payroll (\$75), and tree removal (\$2000).
- g. **Miscellaneous**: Unemployment direct pay reimbursement (\$112).
- h. Included in the above expenses are EFT payments for Visa (\$763) and Grader Loan payment of \$1952.17 (\$992 interest, \$960 principal)

3. Summary

- a. January's total expenses : \$22,503 which is \$6,453 over budget
- b. Since October (when we began seriously tracking a budget to stay on top of cash flow), we are now \$13,917 under budget.

4. January things to note in the Balance Sheet:

- a. The checking account is at \$190,749. At the current rate of spending (\$22,000/month) our balance will be approximately \$80,000 by July, when the first levy payment is expected. This positive cash flow is due to the \$83,300 FEMA payment in December, which reimbursed direct Road Supervisor wages as well as indirect equipment costs.
- b. Community Projects Funds contains \$8,780 grant funds restricted to the housing project.
- c. The \$715 in Checking: Other are loan payments that will be transferred into the Rotating Loan Fund. Finland Nature Childcare current loan balance due to the Rotating Loan Fund is \$6,317, and will be paid off in 2026.
- d. Our Grader Loan outstanding balance is \$145,184, with 103 payments remaining.

E. MOTION to approve February's monthly bills for a total of \$4,511.32 Motioned by Supervisor Nikula, Seconded by Supervisor Peterson , Passed by unanimous consent.

F. MOTION to approve February's regular monthly pay claims for a gross total pay of \$9,051.25 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

G. Conflict of Interest Affidavits signed for the Clerk and Officer files.

- i. Paul Hartshorn for Clair Nelson Center grounds in the amount of \$220.00
- iii. **Lise Abazs for Home Solutions Outreach Coordinator in the amount of \$225.00.**

H. . Board reviews correspondence from Town

II. Guest Speaker:

- A. Keith Anderson Beaver River Crossing/ Jennifer Biederman with Trout Unlimited speaking on fish passage projects (Culverts)
 - 1. Jennifer spoke 1st and stated that the DNR has restored over 8 miles of Brook Trout River. Replacements on Finland Creek upper and lower, Blesener Creek and Hockamin Creek.
 - 2. Mattson Road currently has a 4 foot diameter corrugated culvert rusted out bottom , plans to replace it with open bottom structure with wing walls to hold the road back. Possible Shut down of Mattson Road for 2 or 3 weeks around June 25th or later with a possible bypass option for residents.

III. Reports (5 minutes each)

A. Clerks Report: Stacy

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 (January 20th to February 16th) are 155 hours; this averages 38 hrs a week for a 4 week pay period. Worked on end of year documents with Lise end of January and Board of Audit in February. Mileage went from .67 cents to .70 cents per mile/ Edited Approved Home Solutions grants to reflect this increase.

Issued Supervisor Hartshorn and Finland Fire their building Key Reached out to Jeff Wise DNR Mapping Project no update. Reached out to Finland Fire no update. MAT Spring Training will be April 4th in Duluth if any officers would like to attend.

I am planning to. Yearly MATIT Audit is finished. Worked on the Friends of Finland Contract with the Contract Committee and Township Lawyer. I still haven't received the updated Friends of Finland Inland Marine Policy re: Wild Rice House Contacted Tyson Law who has done Cartways for us in the past asking what his Town Rate is and he said the Municipal and Township Rate is \$200.00 an hour. Looking ahead to the Annual Meeting and researching Levy Setting options. 1 being we ask the electors to set levy in September. Reached out to Eric Warnecke and updated him on the Septic Project. I told him I would be in touch with a contract per our town contract stipulations for him. He is still interested in the Septic Job.

Current Projects in the Clerk's Office include:

- o **Finland Fire Department Contract**
- o **Septic Project**
- o **DNR Project with Jeff Weiss**
- o **Lake County Garage Site Project with Jason DiPiazza/ Doug and Paul**
- o **Town Board Rules of Procedures Resolution**
- o **Emergency Action Plan**
- o **Policy for Document Retrieval**

B. Supervisor Update:

1. Culture and Tourism Grant awards range from \$2,500 to 30K. 1:1 Match, Finn might look into this for the grounds at the Clair Nelson Center.

C. Road and Bridge: Doug

1. Lake County Water and Soil received funding to study and furnish a design for the Salveson Bank . The Salveson Road is about 10 feet from falling in the river.
2. Snow at West branch and around Coop needs moving before Urho- Supervisors agree it needs to be moved.
3. Winging roads on Wednesday before the warm weather comes.
4. Requests a closed meeting to discuss wages at the March meeting.
5. Supervisor Peterson asks Doug to explain the overhaul. Doug states Caterpillar recommends an inframe overhaul at 10K

hrs.

6. Supervisor Peterson thanks Doug for all the work with the culverts.

D. Cemetery : Vaughn

1. Not much going on in the cemetery, last month Klemmer removed 3 trees, there are several more to remove in the Spring. Nikula- submitted a proposal to Randal with the MN Veterans Home to help with the Veterans Memorial. Vaughn suggests a solar pole at the Triangle like was done with the Cemetery. Power bill is roughly \$800 a yr at the Triangle. Treasurer Abazs states Nonprofits can ask for roundup funds usually not governments. Supervisor Peterson to look into solar and operations round up.

E. Finland Home Solutions

1. Outreach Coordinator: Rachel Clark
 - a. Community Gathering this Sat 3pm to 530pm the meeting will cover Finland Home Solutions goal on everything the committee has accomplished so far and how to move forward.
 - b. Question: Can the Township get a YouTube account to publish the meeting recording?
 - c. Clerk Breden said that since the Housing Committee is a Sub Committee if the Town there are Policies at Play. She will contact MAT and look into the proper way to go about a Social Media Policy.
2. Grants and Partnerships Coordinator: Clerk
 - a. Rachel Fleming put in her resignation with Home Solutions effective March 1st. She spent the last month working on narratives for the Feb. 22nd Community Event, and will attend.

F. Friends of Finland Reports: Clerk

1. Friends of Finland Financials: Crystal Bay paid 5K for FY25Q1 payment in January. Costs for January are as follows:
 - a. Friends of Finland's Operations lead: \$2,821.17
 - b. Summit Fire Protection inspection: \$1,166.40
 - c. Utilities= Electric: \$996.95
2. Youth Report :

Youth night staff have been trying new games with the group at the

end

of the night. Most of them seem to enjoy trying something different. Things have calmed back down after the holidays. Melody continues to keep the kids interested in her very creative craft projects she comes up with. Our newest staff Janice fits right in and loves working with

the kids. Kaare has been a hit in the kitchen using our local food shares from the food chain project to make healthy but tasty foods for the group. Everything from meatballs with micro greens to homemade white chocolate and cranberry cookies, the kids never leave hungry. Attendance is still holding steady. January Attendance #'s Jan. 9th/ 24 Jan. 16/ 15 kids (negative temps) Jan. 23/ 20 kids Jan. 30/ 19 kids

3. Building Report: Replaced deadbolt lock on garage door. There were 2 rentals in January and the 2025 John Beargrease Sled Dog Marathon was rescheduled for March 2nd.

Roger can fix the door

Pudgy can move the snow for beargrease.

Supervisors look at the door in the gym that has a gap.

IV. Old Business

- A. MOTION to approve the Friends of Finland Contract for a 5 year period, and for the prorated amount of \$ 6,375.00 for FY25. Payable in Marchs meeting. (Original Contract to be filed with approved Minutes) Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - i. MOTION to approve the purchase agreement for the Town Hall inventory list provided by the Friends of Finland in the amount of \$1.00 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- B. IRRRB Contract Signing. We have already approved to accept funds in a Resolution 2024-03 no motion necessary.
 - i. MOTION to approve Clerk Breden to start the Contract process with Smith Law out of Grand Marais for Eric Warnecke. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

V. New Business

- A. Amend Resolution 2-2025-01 Town Hall Rental Policy to include the following corrections:
 - i. **Grounds.** "Grounds" means any portion of the property holding the Town Hall, which is not the Town Hall itself. Grounds include, but are not limited to, ball fields, picnic areas and the like.
 - ii. **Security Guard.** "Security Guard" means a reputable person with background or training in law enforcement or security, though not necessarily licensed as a "peace officer". A security guard may not be someone who would otherwise be a guest at the event.
 - iii. The Town adheres to a non discriminatory policy, there will be no discrimination by the Town, the Manager or the Renter based on any protected class status. Protected classes are things like race, religion, age, gender, family status, and sexual orientation. Breach of this by the Renter is a breach of this policy Agreement, and the Town may cancel and/or stop any Event held in contravention of this provision.
- Motion to amend Nikula Peterson
- B. Town Board advises Clerk Breden to reach back out to Scott Zaremba and let him know that the Township is not interested in acquiring Cranberry Lane as a Township Road per

his email on 1/28/25

VI. Supervisor Hartshorn calls a recess 6:59pm of the Regular Monthly Meeting for the Board of Audit at

VII. Supervisor Hartshorn reconvenes the regular monthly meetings at 8:05pm

VIII. Public Concerns. No Public Concerns

IX. MOTION: to adjourn the meeting at 8:06 pm until March 18th , 2025 at 6:00 p.m. at the Finland Community Center. Motioned by Supervisor Hartshorn, Seconded by Supervisor Nikula , Passed by unanimous consent.

Paul Hartshorn- Board Chair

Michael Nikula- Vice Chair

Roger Peterson- Supervisor

Attested to this 18th day of March, 2025

Stacy Breden- Clerk of the Board