

Town of Crystal Bay

Regular Board Meeting

Clair Nelson Community Center

6866 Cramer Road Finland, MN 55603

Minutes

May 20th, 2025

- I. **Attendance:** Stacy Breden, Terri Perfetto, Douglas B Perfetto, Rachel Clark, Amy Nikula, Mike Nikula, Randy Josephson, Roger Peterson, Arlene Conzelman, Lise Abazs, Gary Olson, Nancy A Olson, Honor Schauand, Paul Hartshorn, Sarah Mayer, B.J. Kohlstedt, Jim Marxer, Travis Ahlbeck, Brock LeBlanc, Vaughn Hoff, David Geist, Neil Nowotczynski
- A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:01 pm with the Pledge of allegiance.
 - B. MOTION: To approve the May's Regular Meeting Agenda. Motioned by Supervisor Nikula , Seconded by Peterson , Passed by unanimous consent.
 - C. MOTION: To approve April's Regular Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - D. MOTION: To approve May's Local Board of Appeal & Equalization Meeting Minutes. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - E. MONTHLY TREASURER'S REPORT:
 - 1. **Income:** Regular income received this month was limited to regular bank interest of \$20.94 and interest from the Rotating Loan of \$14.59. In Miscellaneous Revenue, the \$25,000 is the first payment from the IRRRB towards the septic system project.
 - 2. **Expense:**
 - a. **General Fund:** General Government - Payroll included
 - i. Supervisors \$569
 - ii. Treasurer payroll \$638
 - iii. Clerk payroll \$5430
 - iv. Travel reimbursement \$304
 - v. Ads for the Annual Meeting \$117
 - vi. Clerk supplies including storage drive, printer ink and monthly payroll fee \$312.
 - b. **Public Works: Road & Bridge**
 - i. Payroll included 6 hours of overtime and 6 hour for Paul's assistance \$3091
 - ii. Equipment fuel expense \$477
 - iii. Equipment repair \$554
 - iv. Garage electricity \$85
 - v. Belated County gravel bill from 2023 \$2956.
 - vi. Grader loan interest was \$971
 - c. **Culture & Recreation:**
 - i. Town Hall expenses include Printer costs \$466

- ii. Town Hall Maintenance labor \$90
 - iii. Town Hall Maintenance supplies \$19
 - iv. Town Hall Electricity \$712
 - v. Triangle electricity \$65
 - vi. Town Hall Septic consultation \$1500
- d. **Housing** : ongoing project costs covered by grant funds including contractors total \$1570 and travel/supplies expenses \$106
- e. **Miscellaneous:**
 - i. Cemetery Payroll \$94
 - ii. Unemployment fee \$12
 - iii. Donations to NSAP & FMHS \$2000
- f. Included in the above expenses are EFT payments for
 - i. Visa \$302
 - ii. Grader Loan payment of \$1952 (\$971 interest, \$981 principal)
 - iii. Payroll Liabilities \$2343

3. Summary

- a. April total expenses: \$22,138, slightly over budget in every expense category for a total of \$4,900 over budget this month.
- b. May projected expenses are similarly over budget, bringing our year-to-date total to \$18,300 over budget.

4. April things to note in the Balance Sheet:

- a. The checking account is at \$170,681. The General Fund negative balance that we are watching has increased by \$10,000 this month -\$88,461. Capital Buildings & Grounds Fund includes the \$25,000 reserved for the septic system, and the Community Projects Fund includes \$8,400 grant funds reserved for the housing project.
- b. Savings accounts total \$31,750, including \$20,521 available in the Rotating Loan Fund.
- c. The Nature Childcare loan balance owed to the Township is \$5,717.
- d. The Township's Grader Loan outstanding balance due is \$142,168.

MOTION: To approve the Treasurer's Monthly Report . Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

- F. MOTION to approve May monthly bills for a total of \$11,959.72 Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent
- G. MOTION to approve May regular monthly pay claims for a gross total pay of \$10,763.00 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- H. Conflict of Interest Affidavits signed for the Clerk and Officer files.

- 1. Lise Abazs for Home Solutions Outreach Coordinator in the amount of \$175.00
- 2. Paul Hartshorn Roads Worker in the amount of \$110.00
- 3. Michael Nikula Grounds Triangle in the amount of \$20.00
- 4. Michael Nikula Cemetery Worker in the amount of \$75.00

I . Board reviews correspondence from Town

II. Reports (5 minutes each)

A. Clerks Report: Stacy

- i. My average workload is 32 hrs a week for this pay period.
- ii. Working with the Housing Project hours this month were = 8
- iii. The Local Board of Appeals was last week on the 15th.
- iv. Two Payments have been received by IRRRB 25K and 1,500.00
- v. Working on Fire Department Transfer of Land/Titles/Buildings

- a. Township is a rider on Doucette's Special Events Part & Rental for Wooden Bat Bouncy House on July 19th
- b. Spoke to Jon Nelson about the FireWorks held yearly during the Wooden Bat at the Field. The Town will also need to be a rider on that company Insurance for the FireWork Display on July 19th as well. I also asked Jon not to advertise camping on the grounds as this is not ideal for the Town.
- c. Also, spoke with Typer Ellefson re: Fire Relief Association about acquiring event insurance for the Wooden Bat Tournament. I requested that the Town be an additional insured for the weekend on that insurance policy.
- d. Our General Liability for our Town Property is \$500,000.00 this can't be raised.

vi. DNR Mapping Project with Jeff Weiss, he will attend our July Meeting.

vii. The rest of my work will be discussed later throughout the meeting viii.

Current Projects in the Clerk's Office include:

- a. Septic Project
- b. Fire Department Liens/Deed
- c. Comprehensive Plan Update
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- e. DNR Project with Jeff Weiss
- f. Town Board Rules of Procedures Resolution
- g. Emergency Action Plan
- h. Policy for Document Retrieval

B. Supervisor Update:

- 1. Ball Gate Update: Paul installed the new gate. Currently the gate is locked and we have a given a key to the Finland Fire Department for helicopter landings. An additional copy will be made and given to Lake County Rescue for the same reason.
- 2. Garage Door Update: Roger will do the door tomorrow Wednesday May 21st.
- 3. Parking Lot Rocks: Friends of Finland will be getting some dirt to finish up the awning project and it might be a good time for the Town to address the big rocks in the parking lot. Concrete Curbs \$135 each x 14 = \$1890.00 @ 7 feet long 8 inches wide approx \$600 for shipping. There is 170 feet from the sidewalk to the tennis court fence. Place them 5 feet apart and we will need 14. Other options may be rubber covered curb stops Paul will look over those options with Pudgy.
- 4. Supervisor Peterson will do quarter two walk through of the Clair Nelson Center with Managers.

C. Road and Bridge: Doug

- 1. Trout Unlimited wants to start working on Mattson Road Culverts this coming week. They need to get approval from the State first since its early in the season for the Trout.
- 2. Tandem was DOT'd and needed tires. He needs 4 more tires and plans to order them this week, \$1424.00 for the four tires.
- 3. Grader Tire wore out, he would like a spare tire and rim. If they come to fix it it will be 3K. If they mount it in Duluth for 100\$. Doug got a used rim for \$800. New one is \$1252.00.
- 4. Few roads graded now that the frost is working its way out.

D. Cemetery:

1. Kiosk is almost complete, concrete needs to be poured.
2. Looking for volunteers on Thursday at 9am for Veterans Markers before Labor Day.

E. Finland Home Solutions - Outreach Coordinator Rachel Clark

1. Septic Alternatives Groups- is researching alternatives for waste water. They have created an anonymous survey to see how people are using their wastewater. They hope to use this survey to aid in changing County Ordinances.
2. Community Land Trust Team- CLT's are NonProfits that own the Land. The home can be sold to someone but not the land. F.H.S is looking at starting a CLT in the Finland Community. The group would like to approach One Roof again and ask them to reconsider working in Finland.
3. County Team- Working to build relationships and remove barriers. The County is eager to work with F.H.S and the Finland community. Matt Johnson says home grown solutions will be better for the Finland community rather than waiting for the County to respond to the need in our area. Matt Johnson with HRA would like the Community to know- Income eligible homeowners could apply for a 10K grant from the County for various fixes. It's available July 1st, there is only enough funding for about 10 residents. Matt would like to see designs and plans for what the Community of Finland would like to see in terms of housing for our area. Matt could connect us with funding and contractors. Supervisor Nikula adds : The funds for this project go directly to the contractors rather than the home owners.
4. Dream Team: Designers are working on making some designs through the ESMC Grant. Looking at 4 Cluster Home Designs.
5. Momentum Team: What does the future of Finland Home Solutions look like, what projects to focus should F.H.S focus on.
6. Working on a list of Contractors in the Finland Area.

F. Friends of Finland Reports:

1. Youth Night Attendance-
 - April 3- 25 kids
 - April 10 - 32 kids April
 - 17- 34 kids
 - April 24 - 36 kids

The Youth Program attendance numbers are increasing as nicer weather continues. Plans of having a kids kickball league this summer

2. Regular weekly community activities:
 - a. Mondays: Bone Builders, Soma Yoga, AA
 - b. Tuesdays: Tuesday Talents Craft Group
 - c. Wednesdays: Bone Builders & Soma Yoga
 - d. Thursdays: Youth Night
 - e. Friday: Magic Cards
3. Regular Monthly and other upcoming activities:
 - a. May's Community Potluck will be the 25th. Social hour at 5pm, dinner at 6pm.
(Anyone can sign up to host monthly potluck Sign up sheet is in the lobby on the table)
 - b. NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30
 - c. NSAP Senior Crafts is on the 3rd Wednesday every month @ 1:30 (April Event Canceled)
 - d. 1st Summer Market will be June 12th.
 - e. Ely Remote Vet will be at the Clair Nelson on May 23. Call them to schedule.
4. Operations:
 - a. The septic holding tank heaters have been turned off for the season.
 - b. The water hose on the outside of the building has been turned back on.

- c. There were 4 rentals in April totaling \$885.

III. Old Business:

- A. Fire Department:
 - i. Communication: Who is the Clerk to communicate with?
 - a. Jim Marxer- Fire Chief ii.Preferred ways of communication?
 - a. Email
 - iii. Truck Title Signing: Township signed vehicle with VIN number 1HTSDNZR6MH372626 over to the Finland Fire Department.
 - iv. How many truck titles is the Township still on? This one should be the last one.
 - v. Finland Fire Department presents the Town Board with a formal letter requesting the property at 5607 State Hwy 1, Finland MN 55603 be transferred from the Township into the Finland Fire Departments name.
 - vi. Supervisor Hartshorn mentions if the Town decides to transfer the property the Township can no longer plow the Fire Department as it would be a private entity.
 - vii. Supervisor Nikula has a question about the solar panels, who owns the panels? Neil will talk to David Abazs about the panels.
Roger MOTION To have Clerk Breden start the process of land transfer, Supervisor Nikula seconds, passed by unanimous consent.
 - viii. MOTION to authorize Clerk Breden to issue a check to Eric Warnecke for \$25,000.00 upon Eric's request. For the downpayment on the Septic Project. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - ix. MOTION to authorize Managers to order biffies for the Town Hall for dates ranging June 16th through July 31st. Motioned by Supervisor Roger , Seconded by Supervisor Nikula , Passed by unanimous consent.

IV. New Business:

- A. MOTION to pass Resolution 5.2025.04 Recording of Town Meeting. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
- B. MOTION to pass Resolution 5.2025.05 Establishing a Planning Commission first meeting date to be Tuesday June 3rd, 2025 at 5:30pm at the Clair Nelson Community Center (Town Hall) Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- C. MOTION to pass Resolution 5.2025.06 Interested Officer- Paul Hartshorn for Roads Worker and Town Hall worker Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Abstain Supervisor Hartshorn, Passed
- D. Camping on Town Hall Property @6866 Cramer Road (Clair Nelson Center)
Camping on property should be prohibited for obvious reasons. The Resolution/ Ordinance will be ready at the June meeting.
- E. Review 2025-2026 Consolidation Liability Coverage (CLC) If all amounts look good Clerk Breden will let MATIT know.
- F. MOTION to set a Special Meeting on Tuesday May 27th, 2025 at 6pm at the Clair Nelson Center (Town Hall) for the Purpose of reviewing the Lake County Finland Garage Project and how that relates to Crystal Bay Township. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent. Supervisor Peterson asks if the County will be attending, Clerk

Breden answers Commissioner Baltich will be and Clerk Breden will reach out to Jason with said time and date and ask for him to attend.

- G. MOTION to set the Road Tour for Monday June 2nd at 9am for the purpose of inspecting the Town Roads. Meet at the Town Garage at 6553 State Hwy#1. Motioned by Supervisor Nikula, Seconded by Supervisor Peterson , Passed by unanimous consent.

V. Public concerns: None

- VI. CLOSE MEETING:** MOTION: to adjourn the meeting at 7:09 pm until June 17th , 2025 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent. _____ date: _____

Paul Hartshorn- Board Chair

_____ date: _____
Michael Nikula- Vice Chair

_____ date: _____
Roger Peterson- Supervisor

Attested to this 17th day of June, 2025

Stacy Breden - Town Clerk

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Michael Nikula- Vice Chair

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Roger Peterson- Supervisor

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