

# Town of Crystal Bay

Regular Board Meeting

Clair Nelson Community Center

6866 Cramer Road Finland, MN 55603

## Minutes

June 17th, 2025

- I. **Attendance:** Stacy Breden, Douglas Perfetto, Terri Perfetto, Roger Peterson, Mike Nikula, Arlene Conzelman, Paul Hartshorn, Randy Josephson, Amy Nikula, Teresa Anderson, Gary Olson, Nancy Olson, Rachel Clark, Vaughn Hoff, Scott E Robinson, Eric Warnecke, Andy Morris
  - A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:00 pm with the Pledge of allegiance.
  - B. MOTION: To approve the June Regular Meeting Agenda. Motioned by Supervisor Peterson , Seconded by Nikula, Passed by unanimous consent.
  - C. MOTION: To approve May's Regular Meeting Minutes. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
  - D. MOTION to amend 2025 Board of Appeals and Equalization minutes to include Brock LeBlanc in the attendance. Motioned by Supervisor Peterson , Seconded by Nikula, Passed by unanimous consent.
  - E. MOTION to approve Special Meeting 5/27/2025 Lake County Garage Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Nikula, Passed by unanimous consent.
  - F. MOTION to approve 2025 Road Tour Minutes. Motioned by Supervisor Peterson , Seconded by Nikula, Passed by unanimous consent.
  - G. MONTHLY TREASURER'S REPORT: Read by Clerk
    - 1. **Income:** Regular income received this month was bank interest of \$21.50 and Rotating Loan interest of \$14.10. In Miscellaneous Revenue, we received \$1500 reimbursement from IRRRB for last month's septic consultation cost and \$22.95 Coop Light & Power retirement rebate.
    - 2. **Expense:**
      - a. **General Government:** Payroll included Supervisors (\$670), Treasurer payroll (\$633), Clerk payroll (\$6322) and travel reimbursement (\$21). Dues included fees for training and ordinance recording (\$121), ads for Annual meeting and Meeting of the Whole (\$198), Clerk supplies included annual Quickbooks fee (\$1287), monthly payroll fee (\$45), printer set-up & expense (\$547), meeting refreshments (\$270), training costs (\$95), and other misc office expense (\$150).
      - b. **Public Safety:** Public Safety: Fire insurance payment (\$1467).
      - c. **Public Works:** Road & Bridge - Payroll included 120 hours for Road Supervisor and 5.5 hours for Paul Hartshorn's assistance (\$3985), Equipment fuel (\$144), Equipment repair (\$1537), barrel of oil (\$964), Garage electricity & supplies (\$94), and screened sand (\$16). Grader loan interest was (\$934).
      - d. **Culture & Recreation:** Town Hall expenses included building electricity (\$505), Maintenance labor & contracting (\$470), Maintenance equipment (\$248), and

Triangle lighting (\$64).

- e. **Housing** : ongoing project costs covered by grant funds including contractors total (\$1019) and travel/supplies expense (\$118).
- f. **Miscellaneous:** - Legal fees (\$740), and Cemetery Payroll & Equipment use (\$75). Included in the above expenses are EFT payments for Visa (\$1673), Grader Loan payment of \$1952 (\$934 interest, \$1019 principal), and Payroll Liabilities (\$3019).

**3. Summary**

- a. April total expenses = \$22,843, for a total of \$5357 over budget this month.
- b. June projected expenses are within budget. Year-to-date, however, we will end this month about \$16,000 over budget. In July, we expect to receive the first half of the 2025 tax apportionment and will set a new budget based on the current levy.

**4. May things to note in the Balance Sheet:**

- a. The checking account is at \$148,349. We have been seeing the General Fund negative balance grow to nearly \$100,000. This fund imbalance severely misrepresents the financial standing of the other funds and should be corrected before setting a realistic budget for the remainder of the year.
- b. Savings accounts total \$31,980, including \$20,738 available in the Rotating Loan Fund.
- c. The Nature Childcare loan balance owed to the Township is \$5,515.
- d. The Township's Grader Loan outstanding balance due is \$141,149.

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

- H. MOTION to approve May monthly bills for a total of \$ 40,028.26 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent
- I. MOTION to approve May regular monthly pay claims for a gross total pay of \$8,884.67 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; Home Solutions Secretary in the amount of \$87.50 to sign at a later date.
  - 2. Paul Hartshorn; Groundskeeper Town Hall in the amount of \$180.00
  - 3. Michael Nikula; Groundskeeper Triangle in the amount of \$20.00

I . Board reviews correspondence from Town

**II. Guests:**

**A. Eric Warnecke (Septic Project)**

- 1. Eric's Insurance is on file in the Clerk's Office and his downpayment of \$25K is in tonight's bills and he will receive it this evening.
- 2. Coming this weekend to drop equipment, can't imagine the building will be without water for more than a day during construction.
- 3. Eric will call for tanks to be pumped out before digging, and call for inspection from the County when he is done
- 4. They will work from the Mound over to the building.

**B. Finland Cooperative Board**

The Finland Cooperative Board is asking the Crystal Bay Township board to consider a subdivision and sale of a small piece of property between the Finland Co-op and the current Search and

Rescue building. The legal description of this property is: The West half of the South one-third of 2.27 acres out of that part of NW one-quarter of NE one-quarter as described in book 129 of Deeds, Section 27, Township 57N., Range 7W of Fourth P.M., Lake County. A more common description would be 110 ft north of the co-op property line (almost to the solar panels) and the centerline of the highway to the Fire Hall mound amounting to 0.41 acres. We envision utilizing this property to improve parking and access to the gas pumps, or a small expansion of the north end of the building to provide additional stock for inventory to better serve the community.

1. Clerk Breden has already inquired with Lake County's Matt Huddelston since there is a stipulation in the deed if the property is not used as an emergency services property it reverts back to Lake County. Matt Huddelston is checking on this for me and I have not heard back.

### **III. Reports (5 minutes each)**

#### **A. Clerks Report: Stacy**

My average workload is 36 hrs a week for this pay period. Working with the Housing Project hours this month were = 5. I attended two meetings at Mattson Road this month for Road Meetings with DNR and Contractors. I've requested communication with Tyson Smith of Smith Law various times and have heard nothing. DNR Mapping Project with Jeff Weiss, he will attend our July Meeting. I worked on an Insurance Claim for Harriette Moen and her broken van window. Happened last Wednesday. The Town Lawn Mower shot a rock through her back van window.

The Planning Commission will meet at various times over the next month. The dates are on the back table. Working on making sure the Township is listed as additional insured on various groups who use the hall and any wedding rentals. My other work will be listed as we discuss the agenda.

Current Projects in the Clerk's Office include: The Septic Project, The Fire Department Liens/Deed .. The Comprehensive Plan Update, Lake County Garage-Finland Site Study, DNR Project with Jeff Weiss, Town Board Rules of Procedures Resolution, Emergency Action Plan Policy for Document Retrieval

#### **B. Supervisor Update:**

##### **1. Update on Roses Road Campground Request from the Bizuwork's to Lake County.**

- i. Applicants withdrew their CUP request with Lake County.
- ii. Clerk Breden will contact them to see if they still want an Access Driveway Permit.
- iii. A Resident on Roses Road was worried about the demolition taking place in case there was asbestos in the old home being torn down. Josh Hegge is the Contractor with JPSiteWork and put in an expedited request with the MPCA re: this if there was any issues the Clerk will receive notice in 2 to 3 business days, if the Clerk's Office hears nothing then the contractor is permitted to continue according to MPCA. They still need to get an Access Driveway Permit from the Township.

2. Garage Man Door Update: Supervisor Peterson was in this morning and fixed the door.

3. Trees on Right of Ways Park Hill and Silver Hill : CLP will be out to look at them

4. Thoughts on Rubber Parking Stops at the Town Hall : Need Sidewalk pins 18inches long . Order a few more to finish out the length of the lot.

C. Road and Bridge: Doug

1. Mattson Road Update: Doug was down there at noon today and they have it back filled on the intake end. When the culvert is in they will come for the rocks.
2. Minimum Maintenance Road Discussion: Table that for right now
3. Resolution 2020-01 Access Driveway Permit System to state
  - a. No amendment needed keeping the resolutions as is.
4. Salveson Road: Doug moved one of the barricades with the backhoe. He plans to move the others next week.
5. Silver Hill and Mattson Road signage was up for discussion again.
  - a. Galvanized pipe will cost \$169.00 for 10 ft, 2in.
  - b. Doug's Sign company is only \$46.00 .
  - c. Supervisor Peterson noted previously it was the shipping that was the concern for waiting on the signage.
  - d. Doug noted Bridge sign, school bus sign, plates for road signs. They can ship them on 1 truck to save cost. The cost for this will be. \$ 652.65 Because he has the sign posts.
  - e. Board gives the go ahead to order.

D. Cemetery: Vaughn

1. Veterans Memorial Kiosk is complete. There is a bit of staining yet to do on the wood. There is a copy of the original Plat map from the county dated 1913. Its stained pretty badly, and a place in Duluth is trying to restore it so it can go in the plexiglass.
2. Vaughn thanks everyone who donated time and talents.
3. Randall Walz would like a List of vets interned in the Cemetery.
4. Vaughn and Supervisor Nikula mention a list of Volunteers from the Kiosk Project stating the hours and amounts should go to Randall Walz and the Vets home said they would reimburse. Supervisor Nikula took a paper Copy for Randall.
5. 2 recent burials Betty Lilliback and Margie Mattson
6. Ben Klemmer is going to come back and grind the 3 stumps that he removed last fall and 1 tree that broke off in the last wind storm.
7. A Lot of damage was done with the last storm and trees need to come down.
8. Volunteers are to check in with Clerk before helping at the Cemetery with tree removal.

E. Finland Home Solutions - Outreach Coordinator Rachel Clark

1. MOTION to approve Clerk Breden to invoice RSDP for an extension to the ESMC Housing Grant in the Amount of 15,000.00  
Motioned by Supervisor Peterson, Seconded by Supervisor Hartshorn ,  
Abstain Supervisor Nikula. MOTION PASSES
2. MOTION to approve Resolution 6.2025.07 Establishing a Housing Commission Motioned by Supervisor Peterson , Seconded by Supervisor, Hartshorn Passed by unanimous
3. Rachel Clark Outreach Coordinator Report
  - a. Community Land Trust Team: No progress but they will re approach one roof.

- b. Dream Team designers are making 1st drafts of designs on input form groups. Currently looking at (4 cluster homes on a large 40 acre plot with 10 acres each)
- c. Momentum is transitioning to Rehab and Maintenance Team The Septic Team is trying to hone in on changing ordinances with the County.

4. Septic Survey discussion: There needs to be a disclaimer stating that the information being collected is public.  
 MOTION to allow Finland Home Solutions to send out the Septic Survey,  
 Motioned by Supervisor Nikula, Seconded by Supervisor Peterson,  
 Passed by unanimous consent.

F. Friends of Finland Reports: See Attached

**IV. Old Business:**

- A. MOTION to work with GDO Law on Finland Fire Deed Transfer  
 Motioned by Supervisor , Seconded by Supervisor , passed by unanimous Consent
- B. Septic Update: Biffies are ordered and will be dropped off next week.
- C. MOTION to approve the Finland and Snowmobile Clubs Contract until 6/2026  
 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , passed by unanimous Consent  
 Insurance will be on in the Clerk's Office and the Township is listed as additional Insured for the Property stored at 6553 Hwy #1.

**V. New Business:**

- A. MOTION to approve Resolution No Camping Ordinance 06.2025.01 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , passed by unanimous Consent
- B. No Camping Signs will be ordered to place at the Town Hall Site entrances and along the Ball Field Property.

**V. Public concerns:**

- 1. Randy Josephson asked why Crystal Bay Township pays for Finland Fire Departments Insurance. And why don't other Townships they serve help pay for the Insurance, it should be split evenly not just solely on our Township.  
 Supervisor Peterson commented that it was set up this way from the beginning and its just always been this way.  
 Clerk Breden noted: If the Land Transfer goes through then it will automatically void parts of the contract the Town has with the Fire Department and that might be a good time to address the Insurance concern.

**VI. CLOSE MEETING:** MOTION: to adjourn the meeting at 7:40 pm until July 15th , 2025 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

Signatures on next page

\_\_\_\_\_ date: \_\_\_\_\_

Paul Hartshorn- Board Chair

\_\_\_\_\_ date: \_\_\_\_\_

Michael Nikula- Vice Chair

\_\_\_\_\_ date: \_\_\_\_\_

Roger Peterson- Supervisor

Attested to this 15th day of July, 2025

Stacy Breden - Clerk of the Board

-----Attached Report

#### **FOF Updates for month of May 2025**

##### **Youth Night Attendance-**

May 8- 21 kids

May 15- 30 kids

May 22- 21 kids

June 5- 41 kids

Schools out! Due to high attendance #'s as usual in summer, we are hiring 2 more Youth Program Staff for the season. Will be hosting a "Family Night" during Youth Night soon where parents, families and kids can add their handprints to help decorate the Gaga Pit and are invited to stay and enjoy sloppy joe dinner and other snacks throughout the evening. Official date will be decided soon.

##### **Regular weekly community activities:**

Mondays: •10:30am Soma Yoga

•9:15am Bone Builders

•10:30am Soma Yoga

•7:30pm Alcoholics Anonymous

Tuesdays:

•8:30am - 4pm Tuesday Talents Craft Group

Wednesdays:

•9:15am Bone Builders

Thursdays:

•6pm - 9pm Youth Night

Fridays:

•7pm Magic Cards

##### **Regular Monthly and other upcoming activities:**

June's Community Potluck will be hosted by the FOF Board on the 29th. 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)

NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30

NSAP Senior Crafts is on the 3rd Wednesday every month @ 1:30 (April Event Canceled)

1st Summer Farmers Market was on Thurs June 12th. Will now be every Thurs from 5:00-6:30pm

##### **Operations:**

- Cabinet door in small mtg room was remounted
- RV dump station was turned back on for the season
- There was 1 paid rental in May for \$100

