

# Town of Crystal Bay

Regular Board Meeting  
Clair Nelson Community Center  
6866 Cramer Road Finland, MN 55603

## Minutes

July 15th, 2025

- I. **Attendance:** Michael Nikula, Terri Perfetto, Dougla Perfetto, Randy Josephson, Arlene Conzelman, Roger Peterson, Paul Hartshorn, Vaughn Hoff, Jeff Weiss, Joe Baltich, Robin Sunquiet, Julie Meyer, David Geist, Jim Marxer FFD, Travis Ahlbeck FFD, Scott Robinson, Stacy Breden
- 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 July Regular Meeting Agenda. Motioned by Supervisor Peterson , Seconded by Nikula , Passed by unanimous consent.
  - C. MOTION: To approve June's Regular Meeting Minutes. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
  - D. MONTHLY TREASURER'S REPORT: (See attached report)  
MOTION: To approve the Treasurer's Monthly Report . Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
  - E. MOTION to approve July's monthly bills for a total of \$19,672.48 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent
  - F. MOTION to approve July's regular monthly pay claims for a gross total pay of \$10,865.30 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 \$350.00 to sign at a later date.
    - 2. Paul Hartshorn; Groundskeeper Town Hall in the amount of \$230.00
    - 3. Michael Nikula; Groundskeeper Triangle in the amount of \$40.00
  - I. Board reviews correspondence from Town
- II. **Guests:**
- A. **Septic Project:**
    - 1. Email from Lake County Mackenzie Hogfeldt: The project is started so I do not see a reason to reissue the permit. The mound has been inspected and is complete, Andy & Eric said they would call me when the tanks were being reconfigured. There was some concern about the "Nibbler" system that was being installed in one of the tanks because it lapsed in its registered product certification but I talked with Chirpich from the MPCA and since we permitted it when it was a registered product, it can be installed. Also, it is very very likely to be recertified. (Nibbler helps with Kitchen waste)
  - B. **Jeff Weiss- DNR Mapping Presentation**  
**Attached documents will be filed with the physical copy**

### III. Reports (5 minutes each)

#### A. Clerks Report: Stacy

My hours this month averaged 38 hrs a week.

13 hours this month were for setting up the Housing Commission

Other increase is due to the Comprehensive Plan Update

The Planning Commission has been meeting every Monday evening at 5 pm.

Board Chair is me/Other Board members are Lise Abazs and Roger Peterson.

Community Members B.J. Kohlstedt, Nancy Olson, and Honor Schauland have attended to comment on the revision process.

The Planning Commission will meet on Monday July 21<sup>st</sup> and Monday July 28<sup>th</sup> to finish the revision and there will be a public hearing on Monday August 4<sup>th</sup> at 5pm here at the Clair Nelson Community Center for the Community to attend and give feedback on the finished product. After that the Planning Commission will make a recommendation to the Town Board to adopt the Revised Comprehensive Plan for a three-year period.

Closed Hariette Moen's Insurance Claim and the check is in the mail

I invoiced for the Housing Extension and 10K will be received within the next 30 days with the remaining 5k coming after invoicing in December of this year or January 2026. Finland Co-op Board sent the following email to the Town Board:

The Finland Cooperative Company board of directors would like to rescind our request regarding the plot of land adjacent to the Finland Fire Hall. It has come to the board's attention that our interest and request regarding the plot of land may create a burden for the ongoing discussions between the Finland Fire Department and the Town of Crystal Bay. We appreciate the considerations and conversations by all parties involved, especially the City Clerk and township council members. The cooperative nature of our community is part of what makes it such a great place to work and live!

Communicating with Lake County re: Generator for the Town Hall per their Hazard Mitigation Plan. Communicating with Finland Fire Department re:

Wooden Bat Tournament I have not discussed the deeding of the land with the Lawyer- **More on that later.** Website addition under Housing of various links and the Septic Survey Also, Coming Soon Resolutions and Ordinances I will start with 2025 Finland Cooperative Store has removed their records from the Town Hall Building. I have gotten Insurance information from Dean Skalicky for Finland Snowmobile and ATV per their Contract. ALL Volunteers in the Township need to sign a volunteer waiver. I will need a supervisor to facilitate this with all Town Volunteers. Either take the forms and bring them back to me or have the people contact me for a time to come and sign their form.

#### Active Projects in the Clerk's Office:

- Comprehensive Plan
- Septic Project

Blake with the Food Chain: may ask Doug if Doug could use the Town equipment to load the Wild Rice Plant onto a trailer at the Town Garage, so they (Black and Steven) don't have to haul their equipment up to the Garage,

load the plant and then bring it back to unload it at the George's place.

**B. Supervisor Update:**

- i. MOTION Supervisor Hartshorn to no longer attend Friends of Finland Monthly meetings because they are doing well now. Seconded by Supervisor Nikula, passed by unanimous consent.
- ii. Lise commented that in the future it would be nice to ask for a motion and discuss the topic before rushing through a motion and a second. This particular motion seemed like was talked about outside of a meeting. The meeting is where a discussion should take place. Lise asked the board to be more careful because with bigger decisions (motions) this could create friction. The Board is not supposed to discuss matters outside of a meeting.

**C. Road and Bridge: Doug**

- i. Doug notes there is a chain across the end of Roses Road
- ii. Doug is going to call the contractor working on Bizuworks property to discuss the driveway installation.
- iii. Doug plans to mow the side of the hwy out by the Clair Nelson Center before the ball tournament. Doug said he talked with someone on the County level and they ok'd it.
- iv. Supervisor Hartshorn told Doug to go ahead and fix up the second half of Park Hill Road to make it passable for new residents back there.

**D. Cemetery: Vaughn**

1. Sign Interments for:
  - a. Michael, Chayton&Wyatt Dahle Lot #202, Block #6
  - b. Dean Rudloff Lot #13, Block #5
    - i. Melodie Rudloff Lot #13, Block 6
    - ii. Mrs. Dean Rudloff Lot 13, Block 7
  - c. Paul Hartshorn Lot#196, Block #7&8
  - d. Vaughn noted the Kiosk is complete and the plat information needs to be put up.
2. Vaughn noted that the cost of tree removal at the cemetery is going to go up and just the cost to maintain the cemetery is rising. He suggested to the Town Board an increase in the interment costs charged. Supervisor Peterson asked Clerk Breden to inquire with other cemeteries on their cost for interment before a decision is made.

**E. Finland Home Solutions - Clerk**

1. Finland Home Solutions will be transitioning into the Housing Commission of Crystal Bay Township beginning August 6, 2025. The Housing Commission will be entirely grant-funded and will not cost the taxpayers of the Township anything. The Housing Commission will meet on the first Wednesday of the month, with a meal at 6pm and the

meeting starting at 6:30pm at Clair Nelson. Meeting dates: Sept 3, Oct 1, Nov 5, Dec 3, Jan 7. The board members and positions will be:

- Rachel Clark - chair
- Sarah Mayer - vice chair
- Colby Abasz - secretary
- Charlotte Hughes - member at large
- Michael Miller - member at large

Our high priority focus areas and their point person will be:

1. Wastewater and Septic Solutions - Sarah Mayer
2. Community Land Trust - Rachel Clark
3. Maintaining and Expanding Existing Housing Capacity - Colby Abasz

Other work areas that we will continue working on at a lower priority will be:

1. "Dream Team" - developing designs for a small cluster housing development (4-5 units)
2. Strengthening relationships with relevant County officials and agencies

We will spend time at our August 6 meeting reviewing and providing feedback on designs for a small cluster housing development that have been created by designers at the UofM so please feel welcome to attend if you'd like to offer your input. We are also now collecting responses to our Septic & Wastewater Survey which will help us gather information about how people in Finland are managing their wastewater. The survey responses are anonymous but will be used to inform an ordinance revision process with Lake County. Surveys can be completed online - there is a link on the Finland Home Solutions page on the Township website. They can also be completed on paper at the Finland Co-op, Clair Nelson, or at the Finland Farmers Market.

**F. Friends of Finland Reports: See Attached**

**IV. Old Business:**

**A. Fire Department Land Request Discussion**

- i. Joe Baltich commented: In the deed between the County and the Township there is a caveat. The land can only be used as an emergency service provider. Rescue and Fire. The decision on next steps is being looked into by the Lake County Attorney.
- ii. Supervisor Peterson asks what is the reasoning of the Finland Fire Department wanting the land? Chief Marxer says the reasoning is legal separation.

**B. Minimum Maintenance Roads Discussion**

- i. Robin Sundquiet addressed the Board in a short statement requesting the Town to maintain the second half of Park Hill Road especially in the winter time.

**V. New Business:**

- A.** Board to sign Randy Josephson's Volunteer form good the 7/15/25 to 12/31/2026
- B.** MOTION to accept MOU between The Township and Tuesday Talents as written  
Motioned by Supervisor Peterson Seconded by Supervisor Nikula , Passed by unanimous consent

- C. MOTION to accept MOU between The Township and Bone Builders as written Motioned by Supervisor Peterson Seconded by Supervisor Nikula , Passed by unanimous consent
- D. MOTION to accept Wood-Fired Pizza Oven MOU between Township and Friends of Finland written Motioned by Supervisor Nikula Seconded by Supervisor Peterson , Passed by unanimous consent (Policy to accompany the MOU is being worked on for August's meeting)
- E. MOTION to approve the payment of \$30,000.00 to Eric Warnecke for Septic work. Motioned by Supervisor Peterson, Seconded by Supervisor Nikula , passed by unanimous consent
- F. MOTION to amend resolution 2-2025-01 Town Hall adding equipment rentals. Motioned by Supervisor Peterson, Seconded by Supervisor, Nikula passed by unanimous consent
- G. Budget Review: - tabled reports until next month. Computer issues.
  - i. Lise noted that she will get a breakdown to the Supervisors before the next meeting and that decisions will have to be made in August so you know how to approach the second half of the Annual Meeting when you set the 2026 Levy.

**V. Public concerns:**

1. Randy Josephson asked the Town Board if they had time to look into his question from last month.  
Supervisor Peterson said: Fire Department Insurance Costs should be addressed at the redoing the contract.
  - a. Chief Marxer asked if he could speak to Randy's comment regarding the cost of insurance that the Town pays for the Department. Chief Marxer says that the Township has a discounted contract for fire protection since they pay for the Departments Insurance. If the Town did not pay the Insurance for the Department the Department would likely raise the contract from 24K to 34K.  
Supervisor Peterson and Randy asked how this is calculated? In the event that the Town does not provide Insurance to the Department Randy would like to see the difference split up between all the Townships the Department Services.  
Supervisor Peterson asked Chief Marxer how they calculated the Towns contract cost for fire protection. Chief Marxer said it is a formula based on population and other factors. Supervisor Peterson said when we ( The Town and the Department) discuss contracts again he would like to see a spreadsheet of the formula to better understand since the Town is fiscally responsible for appropriately spending tax dollars.
2. Joe Baltich made the statement re: the Fire Hall Property: if that land that has been deeded from Lake County to the Township was state forfeited land it won't be able to be transferred from the Township to the Department.
- 3.

**VI. CLOSE MEETING:** MOTION: to adjourn the meeting at 7:44 pm until August 19th , 2025 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

\_\_\_\_\_date:\_\_\_\_\_

Paul Hartshorn- Board Chair

\_\_\_\_\_ date: \_\_\_\_\_  
Michael Nikula- Vice Chair

\_\_\_\_\_ date: \_\_\_\_\_  
Roger Peterson- Supervisor

Attested to this 19th day of August, 2025

\_\_\_\_\_  
Stacy Breden - Clerk of the Board

-----Attached Report

**FOF Updates for month of June 2025**

**Youth Night Attendance-**

June 5- 41 kids

June 12- 39 kids

June 19- 43 kids

June 26- 41 kids

Youth Program is looking for people that might want to share/teach a talent or hobby they have during youth night.  
(Examples: painting, games, sewing ect)

**Regular weekly community activities:**

Mondays:

-9:15am Bone Builders

-7:30pm Alcoholics Anonymous

Tuesdays:

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

Wednesdays:

•9:15am Bone Builders

-10:30am Soma Yoga

Thursdays:

-Summer Farmers Market

-6pm - 9pm Youth Night

Fridays:

-7pm Magic Cards

**Regular Monthly and other upcoming activities:**

July's Community Potluck is on 27. Social hour at 5pm, dinner at 6pm.

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

**Operations:**

- 4 paid rentals in June for \$875
- Has started working on window repairs and other misc maintenance to the building

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## Treasurer Report:

### June things to note in the Income/Expense Report:

- Income
  - Regular income received this month was bank interest of \$19.96 and Rotating Loan interest of \$13.60..
- Expense
  - General Government - Payroll included Supervisors (\$1107), Treasurer payroll (\$739), Clerk payroll (\$5841) and travel reimbursements (\$96) Other government expenses included: ads for meetings (\$72), printer expense (\$252), Clerk supplies including Quickbooks annual payroll fee (\$752), monthly payroll fee (\$53), WordPress fee (\$67), and misc office supplies (\$202).
  - Public Safety: Fire Dept quarterly contract payment (\$6000).
  - Public Works: Road & Bridge - Payroll included 96 hours for Road Supervisor (\$3100), Equipment fuel (\$455), Grader tires (\$1846), Garage annual inspection (\$496), Garage supplies (\$14). Grader loan interest was (\$958).
  - Culture & Recreation - Town Hall expenses included Septic work (\$2500), Septic pumping (\$960), Maintenance labor (\$200),and Supplies (\$41).
  - Housing - ongoing project costs covered by grant funds including contractors total (\$705) and travel/supplies expense (\$190).
  - Miscellaneous - Legal fees (\$1069), and Cemetery Payroll & Equipment use (\$489).
- Included in the above expenses are EFT payments for Visa (\$3423), Grader Loan payment of \$1952 (\$958 interest, \$994 principal), and Payroll Liabilities (\$2783).
- Summary
  - June total expenses = \$50,702, overspending the year-to-date budget by about \$16,000. In July, we will set a new budget based on current expected levy income.

### June things to note in the Balance Sheet:

- The checking account is at \$96,659. The General Fund negative balance is \$109,927. The fact that this is greater than our current total balance severely misrepresents the financial standing of the other funds and should be corrected before setting a realistic budget for the remainder of the year.
- Savings accounts total \$32,209, including \$20,956 available in the Rotating Loan Fund.
- The Nature Childcare loan balance owed to the Township is \$5,313.
- The Township's Grader Loan outstanding balance due is \$140,155.