

# **Town of Crystal Bay**

Regular Board Meeting

Clair Nelson Community Center

6866 Cramer Road Finland, MN 55603

## **Minutes**

August 19th, 2025

- I. Attendance:** Stacy Breden, Roger Peterson, Terri Perfetto, Douglas Perfetto, Mike Nikula, Paul Hartshorn, Jim Marxer, Travis Ahlbeck, Arlene Conzelman, David Geist, Cara Curry, Sandy Gunnink, Lise Abazs
  - 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 August Regular Meeting Agenda. Motioned by Supervisor Nikula , Seconded by Peterson , Passed by unanimous consent.
  - C. MOTION: To approve July's Regular Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
  - D. MONTHLY TREASURER'S REPORT: (See attached report)  
MOTION: To approve the Treasurer's Monthly Report . Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
  - E. MOTION to approve August's bills for a total of \$6,479.62 Motioned by
  - F. Supervisor Peterson, Seconded by Supervisor Nikula, passed by unanimous consent
  - G. MOTION to approve August's regular monthly pay claims for a gross total pay of \$13,749.62 Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
  - H. Conflict of Interest Affidavits signed for the Clerk and Officer files.
    - 1. Paul Hartshorn; Groundskeeper Town Hall in the amount of \$320.00
    - 2. Paul Hartshorn; Roads Worker in the amount of \$120.00
    - 3. Michael Nikula; Groundskeeper Triangle in the amount of \$40.00
- I. Board reviews correspondence from Town

### **II. Guests:**

- A. Scott Robinson commenting on his recommendation we replace the Kitchen Grease Trap.
  - 1. The more grease out of the system the happier the system will be.  
The system being discussed is a self bagging trap that is easier to remove because it is contained.
  - 2. Friends of Finland E.D recommends that we change the way the sinks are used as the dirty water should be right over the grease trap not the sanitization sink.
  - 3. Supervisor Peterson asked if we need to hire a licensed plumber for this work?
  - 4. Scott answers; Yes and recommends calling Brock Evenson.
- B. Finland Fire Department:
  - 1. Joe Baltich commented on the Fire Department Land (deed) transfer request to the Township. The deed was given to Crystal Bay for the use of a Fire or Rescue Hall and there is a reverter clause on this deed that states if this land doesn't hold those services

then the land will revert back to Lake County. There is an additional issue Lake County has with this request that being the Finland Fire Department is a private organization. Currently, public land transferring to private is a large grey area. Without legislation at a state level this does not normally happen. All that being said, there is not a lot of support on the commissioner level for the land transfer.

Supervisor Peterson comments that the Township should drop the idea of a land transfer then if it is out of the towns hands. Fire Chief Jim Marxer said that the Fire Department will attend Lake County Meetings to petition the Commissioners to approve the land transfer.

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

A. Clerk: My hours this month averaged 26 hrs a week. (5 week pay period)

- i. 10 hours this month were for setting up the Housing Commission
- ii. Other increase in hours is due to the Comprehensive Plan Update
- iii. The Planning Commission held a hearing for the public on August 4<sup>th</sup>.
- iv. Later in this meeting they will recommend approval to the Town Board.
- v. Quick Books issues with payroll not saving and freezing and portions of the program crashing.  
I wonder if we should seriously consider CTAS?
- vi. I haven't had time to do my yearly Audit of records yet.
- vii. a lot of emailing this week coordinating things and keeping tabs on projects.
- viii. IRRRB is holding onto our reimbursement request for the \$30,000.00 we paid to Eric Warnecke last month. Eric needs to submit his prevailing wage sheets to the Town so we can submit them to IRRRB for the project. We cannot get the 30K reimbursement until this is completed. In addition, now that the project is marked 50% done Eric will need to submit those reports every 2 weeks when the nibbler arrives and they put that in and pipe the tanks to the mound.  
Eric stopped in before the meeting and handed in his form, so Stacy will submit it to IRRRB.
- ix. IRRRB requested a meeting with Paul and I to discuss our possible involvement with Lake County on the Lake County Finland Garage Project. That meeting is tomorrow Wed Aug 20<sup>th</sup> at 1pm here at the Town Hall.
- x. Active Project in the Clerk's Office is the Septic Project
- xi. Board chair signs Kevin Breden and Travis Ahlbeck Volunteer sheets for winter plowing on Park Hill Road, Menace, and Breezy Lane.

C. Supervisor Updates:

1. Supervisor Nikula has been working with Arlene to get a grant for the upkeep of the Town Hall.
2. Supervisor Nikula would like to get a formal thank you out to Silver Bay for the Ball field dirt free hauling and dumping.
3. Doug suggests we might need a heavy duty tarp to prevent stealing or weed growing.

D. Road and Bridge: Doug

1. The driveway on Roses Road is on hold.
2. Park Hill Road needs finishing of mowing and few loads on back turn around and on the main road.

3. Approximately 800 yds has been put on the second half of Park Hill. Doug is going to let it sit over winter and see how it reacts this Spring. We need a plan for brushing on the back half of the Park Hill Road. Maybe the County will come with the excavator and brush hog the back side of Park Hill for us.
4. All roads need mowing and weeding and brushing, can't see around corners
5. Culverts need to be put in. Andy Morris will come and help Doug and Paul with his equipment. \$1300 to \$1500 a day. Andy thinks it will be 1 day's work, there are 5 culverts.
6. We should set aside money in the budget to purchase a different mower.

#### E. Cemetery

Thoughts, 200 residents and 500 non residents Tabled

1. Discussion on interment costs
  - a. In Vaughn's absence the Clerk let the Board know that he recommends \$200.00 for residents and \$500.00 for non-residents.
  - b. Board Tabled Discussion

#### F. Finland Home Solutions - Clerk read report into the minutes (Report attached )

#### G. Friends of Finland Reports: See Attached

1. Bolder Foundation Grant will take 6 to 8 weeks to hear back on. This will help cover the front of the building repair and carpeting. \$42,500 for carpet and front.
2. Supervisor Peterson inquired about the Water situation.
  - a. The outdoor bathroom takes 2 or 3 plus flushes.
  - b. One urinal in the men's room often runs and has been sticking on.
  - c. Supervisor Peterson asks Arlene to have Kyle contact Brock Evenson about the kitchen, and have him look at the outdoor bathroom, the men's urinal and then a quote on how much to change faucets and maybe flushers to manual.

#### IV. Guest

- A. Sandy Gunnink, President of the Finland Snowmobile and ATV Club, let **the board and residents know that on Friday September 26th they are** hosting the MN State wide Ride and Rally. The president's ride is on Friday Sept 26th somewhere around noon. VIP Ride will be to the Clair Nelson Center. Saturday there are 4 guided rides, and a banquet. Supervisor Nikula asks about how Trail Maps will be dispersed; The DNR is trying to phase out the maps Sandy said. Sandy can ask Silver Bay if they will print some, or what the plan is for printing.

#### V. New Business:

- A. The Planning Commission held a public hearing on the revision of the Comprehensive Plan. Community members looked over the plan and made suggestions to the Commission who then made the approved edits in real time. The Planning Commission then approved the Revision at the end of the hearing. The Planning Commission recommends the Town Board read and adopt the Comprehensive Plan revision at the September meeting.

**VI. Old Business:**

A. The Budget Summary spreadsheet shows the actual spending of the previous 12 months (blue column) and proposes a budget based on minor changes to that spending pattern, shown as an annual amount (purple column) and a monthly average (red column). For reference are July's actual expenses (gray column) and the fund balances as of the end of June (green column). There is a \$50,000+ deficit just considering the current operating costs, without including any capital expenses (expected or unexpected). This does not include any intergovernmental revenue, since those amounts can be quite variable from year to year. The Budget Scenario spreadsheet gives a progression of alternative ways to adjust spending to accommodate the current amount of money we have to work with until July 2026.

Supervisors would like to cut expenses across the board by twenty percent of everything we have control over for the next twelve months.

**VI. Public concerns:**

1. Dave Geist- Thanks everyone for the hard work everyone is doing.
2. Cara Curry- wondered about refinancing the grader, Clerk Breden explained that this was already done when a repair was needed and we re-bonded for the Grader. Townships cannot hold loans, they are called bonds.

**VII. CLOSE MEETING:** MOTION: to adjourn the meeting at 8:13 pm until September 16th , 2025 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Nikula , Seconded by Supervisor Hartshorn , Passed by unanimous consent.

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Attached Reports

**July things to note in the Income/Expense Report:**

**• Income**

- The first portion of property tax revenue was received from Lake Co. (\$107,482).
- Intergovernmental Revenues included Taconite Production credit (\$13,260) and State Township Aid (\$2,325).
- Interest included Savings (\$21.94) and Rotating Loans (\$13.10).
- Miscellaneous Revenue included insurance reimbursement (\$381), RV Dump donations (\$241), and a Housing grant (\$10,000).

**• Expense**

- General Government - Payroll included Supervisors (\$671), Treasurer (\$984), Clerk (\$6,082) and travel reimbursements (\$65). Other government expenses included: legal services (\$2,627), county & accounting fees (\$93), ads for meetings (\$157), printer expense (\$255), Clerk supplies including batteries & checks (\$327), and insurance (\$9,028).
- Public Works: Road & Bridge - Payroll included 96 hours for Road Supervisor (\$3100), Garage supplies & electricity (\$179), Equipment tires & wipers (\$1,247), Equipment fuel (\$79), and the Grader loan interest (\$920).
- Culture & Recreation - Town Hall expenses included Maintenance labor (\$270); Maintenance & Supplies including grass seeding (\$602), curb stops (\$326), mower supplies (\$83), and other supplies (\$78); Ballfield spraying (\$300); Septic work (\$30,000); and Utilities including electricity (\$605), propane (\$409), and septic pumping (\$480). Parks expenses included Triangle lighting (\$126).
- Housing - ongoing project costs covered by grant funds including contractors total (\$860) and travel/supplies expense (\$274).
- Miscellaneous - Cemetery Payroll & Equipment use (\$491), and Tree removal

(\$800).

- Included in the above expenses are EFT payments for Visa (\$1,333), Grader Loan payment of \$1952 (\$920 interest, \$1,030 principal), and Payroll Liabilities (\$2,923).

- Summary

- July total expenses = \$61,514.

July things to note in the Balance Sheet:

- The checking account is at \$167,811. Most Funds contain sufficient balances to cover expected expenses until the next property tax disbursement, except the General Fund, which is overspent by \$95,665. Note that the Community Projects Fund contains \$12,392 restricted grant funds. Also note that a \$30,000 IRRB septic system payment is expected which will reimburse the Capital Buildings & Grounds fund.
- Savings accounts total \$32,439, including \$21,172 available in the Rotating Loan Fund.
- The Nature Childcare loan balance owed to the Township is \$5,111.
- The Township's Grader Loan outstanding balance due is \$139,122.

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

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

July 3- 45 kids

July 10- 33 kids

July 17- 39 kids

July 24- No YN

July 31- 27 kids

Wild Rice equipment was moved from the town garage on Aug 13.

Finland Fireman's Wooden Bat Softball Tournament and Pie Social were held 7/18-7/20

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

Mondays:

- 9:15am Bone Builders
- 10:30am Soma Yoga
- 7:30pm Alcoholics Anonymous

Wednesdays:

- 9:15am Bone Builders
- 10:30am Soma Yoga

Tuesdays:

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

Thursdays:

- 6pm - 9pm Youth Night

Fridays:

- 7pm Magic Cards

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

August 31st we will have the annual Labor Day Picnic in place of the Community Potluck. Labor Day Picnic hosted by Greg and Cindy Hanson. Picnic is at 4pm

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)

Summer Farmers Market every Thurs from 5:00-6:30pm

#### **Operations:**

- \$640 in rental fees
- 6 rentals/1 equipment rental

Our Housing Commission met 8/6/25 for our monthly meeting, which is on the first Wednesday of the month. Note that our times have shifted, with dinner at 6:00 and the meeting starting at 6:30. Meetings are at Clair Nelson.

This was our first meeting as a Commission/board. Our board members are: Rachel Clark (chair), Sarah Mayer (Vice/Co-Chair), Colby Abasz (Secretary), Michael Miller (board member at large), Charlotte Hughes (board member at large).

We are working on developing a formal mission statement with a draft to be reviewed by the group at our September meeting.

We developed a budget for our funds, totaling \$17,392.78. A reminder that these funds are 100% grant funds and that the township is compensated for overhead and related staff time. Our efforts come at no expense to residents. Our proposed budget is as follows:

- I. Township Overhead; \$5000
- II. Per diems and Mileage; \$2400 (\$30 community member per diem for attending monthly meetings plus \$0.70/mile)
- III. Admin Board Members wages; \$4800 (organizing and attending monthly meetings, paid at \$25/hr)
- IV. Meeting and Other expenses; \$700 (food, publicity, printing, etc)
- V. Project Board Member wages and other expenses; \$4492.78 (additional work hours at \$25/hr)

We are continuing with our work groups, as follows:

Our Wastewater/Septic Alternatives Team is continuing to collect survey responses, which can be completed online or in person at Clair Nelson or the Co-op. A few team members have also been tabling at the farmers market and community events. The purpose of this survey is to gather stories and data that will inform an ordinance review process with the county to specifically address the ways in which septic and wastewater ordinances create barriers to accessing housing for Crystal Bay Township residents. All stories and experiences are welcome and the survey is anonymous, but responses will become public information. We will continue collecting until we receive 50 responses.

Our Community Land Trust effort will be reaching out to Lake County HRA to ask them for a letter of support as we approach One Roof Community Land Trust and ask them to reconsider land trust homes in our community. Our timeline is to request this letter by the end of this month, and send our proposal to One Roof in early September.

Maintaining & Expanding Existing Housing Capacity - we are continuing to work on a community list of contractors and skilled laborers. Update from Lake County HRA is that the Home Rehab Fund has received a great deal of interest this year, and they hope to increase the amount of funding available for this in future years due to the high level of interest.

County Team: We continue to have team members attending Lake County HRA meetings and Lake County Planning and Zoning meetings to build relationships, stay connected, and advocate for Crystal Bay Township's voice at the county level. Additionally, we submitted a written comment to the Lake County Planning Commission sharing the Crystal Bay Housing Commission's concerns around the proposed Conditional Use Permit for a 2-Yurt Resort on Roses Road. Our concerns were centered around the proposed project using land zoned for residential use for short term rentals, which will change the character of the area. We also asked for more detail about who the "local management company" for the property will be. We also stated that Crystal Bay Township's comprehensive plan prioritizes year-round homes for residents over short term vacation rentals. Furthermore, our short term vacation

rental cap (9) has been reached. This meeting was yesterday 8/18 so at the time of writing this report, I am not sure of the Planning & Zoning Commission's decision on this permit.

We are also continuing to work with researchers and designers at the University of Minnesota to design a small cluster of homes (about 4-5 homes) that could be used as a model for new homes in the area. These designs are making progress and developing with rounds of feedback and input from the community.

Upcoming: our next meeting is 9/3/25 at 6:30 (dinner at 6).

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Paul Hartshorn- Board Chair

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Michael Nikula- Vice Chair

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Roger Peterson- Supervisor

Attested to this 16th day of September, 2025

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Stacy Breden - Clerk of the Board