

Town of Crystal Bay

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

Minutes

April 21st, 2026

- I. **Attendance:** Stacy Breden, Terri Perfetto, Douglas B Perfetto, Sarah Mayer, BJ Kohlstedt, Harper Breden, Roger Peterson, David Geist, Arlene Conzelman, Amy Nikula, Lise Abazs, Steve Stallard, Jon Goette (Spa), Wendy Goette (Sugar), Randy Josephson, Michael Nikula, John Kohlstedt.
 - A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:14pm with the Pledge of allegiance.
 - B. In Pursuant with Open Meeting Recording Policy Number 5-2025-04 the Town Clerk will be recording this town meeting including any attendee participation. Once the Agenda is approved the Town Board cannot jump around.
 - C. MOTION: To approve the April Regular Meeting Agenda Motioned by Supervisor Peterson , Seconded by Supervisor Nikula, Passed by unanimous consent.
 - D. MOTION: To approve March Regular Meeting Minutes. Motioned by Supervisor Nikulas , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - E. MONTHLY TREASURER’S REPORT:
 - i. Income
 - a. Savings Interest \$97.00
 - ii. Expense
 - a. General Government :- Payroll for Supervisors (\$1105), Treasurer (\$960), and Clerk (\$6304), higher than average due to extra meetings. Other government expenses: meeting notices & job ads (\$239), printer expenses (\$212), clerk supplies & tax filing fees (\$154), and an insurance refund (-\$84).
 - b. Public Safety: Fire Dept contract quarterly payment (\$6000).
 - c. Public Works: Road & Bridge: Payroll included 134 regular hours and 11 overtime hours for Road Supervisor & 48.5 hours for Road Workers (\$7178), Contractors (\$2285), garage electricity (\$133) and supplies (\$45), grader maintenance, (\$1178), and fuel (\$797). Grader loan interest (\$808).
 - d. Culture & Recreation: - Community Center payroll for 16 hours (\$346), fire extinguisher servicing (\$171) and miscellaneous maintenance (98). Utilities costs for town hall electricity (\$880), propane (\$521), septic pumping (\$480), triangle electricity (\$66) and flag (\$130).
 - e. Housing Commission Ad’s= (\$188)
 - f. Cemetery - Payroll for 11 hours (\$208).

- g. Included in the above expenses are EFT payments for Visa (\$108), Grader Loan (\$1952) and Payroll Liabilities (\$4329).

iii. Balance Sheet:

- a. The checking account is at \$164,383, about \$4000 lower than this time last year. Only the General Fund is showing a negative balance. Note that the Community Projects Fund contains \$7,159 restricted grant funds.
- b. Savings accounts total \$38,055, including Rotating Loan Funds available \$26,689.
- c. Quarterly payroll liabilities due are \$206.
- d. The Township's Grader Loan outstanding balance due is \$130,716.

iv. Summary:

- a. March expenses totalled \$30,827, double the monthly budget.
- b. The total budget, including April expenses, is almost \$52,000 over budget. This is a leap from previous projections which did not include the over \$10,000 of ongoing septic costs that are unlikely to be reimbursed by the IRRRB grant.
- c. There is no income expected until the 2026 Levy payment in July. Cash flow projections at the current rate of spending show that by then, our balance will be around \$83,000.

MOTION: To approve the Monthly Treasurer's Report .

Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.

- F. MOTION to approve April's Bills for a total of \$18,047.41 Motioned by Supervisor Nikula Seconded by Supervisor Peterson , Passed by unanimous consent.
- G. MOTION to approve regular April's monthly pay claims for a gross total pay of \$12,211.80 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. 3 Hours for Road Worker = total gross \$90.00
- I. Board reviews correspondence from Town

II. Guests:

- A. Dave Geist addressed the board on his Septic concerns at the Clair Nelson Center. Has Eric Warneke submitted an itemized final invoice? It seems like this is something we should demand from him. If he includes any hired labor in the invoice and he is not in compliance with the prevailing wage provisions, he can't be paid for those charges. His contract says he will abide by prevailing wage. Warneke has also gone over the contract deadline so at least \$7200 can be taken off his invoice as liquidated damages. The specs call for concrete risers. Instead the old plastic risers were reinstalled. It does not seem to make sense to actually switch them at this point, but we could get an estimate on the cost of taking out the plastic and installing concrete and take this off Warneke's final invoice also. Because of the lack of detail in the specs (as noted below) Eric may just say that he has reconfigured and repiped and regraded according to the specs so he is good to go. The contract never states that the system has to be working, just that it has to follow Scott's specs. Scott Robinson's specs seem fairly detailed on the reconfiguration of

the tanks, the Nibbler system and how the final grading should take place. But there is nothing in the specs about the electric panels or pumps or float valve configuration or dosing meters. I don't know why all this was left out of Scott's specs for the system. Maybe he figured we would hire him and an electrician separate from the contract with Eric. It does seem like a rather complicated system. I am not quite sure why Eric did not question the lack of information on this. Did he think that since there was nothing in the specs about these items that they were not included in his contract? It seems that we should pay Warneke for the work he has done, less the backcharges mentioned above. Then the town can move on with hiring another contractor to figure out the electric components of the system. It definitely does not seem that Eric is up to that task. Having a WORKING septic system at the center by July 1 seems like a good goal to shoot for. A final question I have is if Scott inspected the site while the work was being done including the final grading and if he signed off on it.

i. Supervisor Peterson says he will get ahold of Scott Robinson.

III. Reports (5 minutes each)

A. Clerk's Report :

i. Office Housekeeping

Total Hours this month were 173 /Attended MAT Training at Black Bear on Friday/HR changes being implemented immediately are / Direct Deposit for all officers and employees of the Town/I need all WORK FORCE FORMS from all employees and officers by April 30th at 9am/I will be reserving my Notary abilities to strictly Township business./ I will be implementing a Credit Card Policy shortly for the Township /Updated 2026 Resolutions online- Others in process /Reminder to anyone who wants to look at public documents that are not uploaded yet,/you can reach out to me my email or phone to make an appointment/ I have public hours posted at the glass in the entryway /ARDC Zoom Meeting on Friday at 10am for Townships, and Cities to identify alternate/routes in the case of an emergency and Hwy 61 is closed. – If a supervisor wants to join I will be at the Center doing that./ All employees have codes to get into the Center for HR purposes/ I provided in the folder a Key Inventory for you to view as well./We will be viewing our insurance policy through MAT in the next month to see if there are any changes/Working with Quick Books to become Primary on our account is taking some time.

ii. Town Hall (Clair Nelson Center)

Septic- Due to the 6K gal tank not being sealed off last fall this Springs Thaw (ground water) is flowing into the tank and it is full. Dave will be out tomorrow to pump. But, we took on thousands of waters since Kyle checked it Friday. This is also causing us more pumping fees (and we aren't being reimbursed for them) /I am not sure when Scott is back, or what is next for the system /Brock Evenson will be putting in a new How Water Heater here at the Center / I have his W-9 , and insurance information on file.

iii. Road & Bridge:

I received the Gravel bid and attached the invoice to the back of your reports./I reached out to Andy Morris, but he has not stopped in to fill out paperwork, so he is not clear to be working with Doug in the garage at this time.

iv. Cemetery:

I will be getting Dusting Huckells Cemetery Interments to him by the end of April.

v. Housing:

I had 34 hrs towards housing this month./ Helping the Housing Commission get off the round again for a second round. They will be offering Zoom Option for their monthly meeting, look for that on the website shortly. /Set up a May 15th meeting with several partners to discuss moving the project further. / Roger will be attending on behalf of the Supervisors. /We should be getting the 8K check to extend the work through ESMC shortly. /We perhaps need to look at the Township getting a bigger chunk for admin than I originally anticipated.

vi. Planning Commission:

Continuing to meet to discuss the Road and Bridge Department, meetings are posted at the Finland Co-op and the Clair Nelson Center.

vii. Finland Fire Department:
Sent email to Jim, asking for invoices for Q1 payment.

B. Supervisor Updates:

- i. Amend Motion appointing Seat A to the Planning Commission from a 4 year to a 2 year term per resolution guidelines. Motioned by Supervisor Nikula
Seconded by Supervisor Hartshorn, Motion passed by unanimous consent
Roger Motion Passed
- ii. The clerk provided the Key inventory for the Supervisors to look over.
- iii. If our current part time road worker is going to continue on for the summer months, his seasonal term is up on August 17th 2026. This position will have to be advertised for Winter help and if the same person is to be awarded employment then they have to come back October 21st for Winter Seasonal Employment.

C. Road and Bridge: Doug

- i. Tandem D.O.T Has to be done by the end of May or we can't use the truck. The truck has a part in the suspension that is rusting out and probably won't pass DOT. Doug can get a quote from Midwest truck in Duluth to repair the suspension. Doug thinks around 9K to get it running/ 12K to fix fully, they would like to know so they can get the parts now. Doug wants to take the truck down next week or week after .Supervisor Peterson wants to wait until the Planning Commission Meetings are further along, and we don't have the money right now. Supervisor Nikula agrees.
- ii. Single Axel needs to be DOT'd - Supervisor Peterson will talk to Brock LeBlanc.
- iii. Jon needs to help Doug un-winterize machinery - and he will be needed for summer road work.

D. Clair Nelson Community Center Report :Friends of Finland

i. Regular Activities include:

- a. Monday's 9:15am Bone Builders & 7:30pm AA
- b. Tuesday's 8:30am to 4pm Tuesday Talents Craft Group
- c. Wednesday's 9:15am Bone Builders
- d. Thursday's 6pm to 9pm Youth Night
 - i. March 5- 24 kids
 - ii. March 12th- Canceled - 34 kids
 - iii. March 19th - 30kids
 - iv. March 26th- 44 kids

ii. Regular Monthly Activities and Upcoming Events

- a. NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30am
- b. April Potluck is on 26th
- c. Last Winter Farmers Market was April 19th, 2026

iii. Building:

- a. There was 1 paid rental for \$200 in March 2026
- b. The hot water heater has developed a leak at a weld point on the tank. A plumbing contractor has been hired to replace the unit. The replacement has a 5-6 week lead time. Repairs expected to commence in May. FoF will monitor the situation in the meantime looking for any

progression of the fault. We will report any additional findings to the township.

- c. Softball Fence Materials will be delivered before the end of the month. Input on where is best to have supplies left? (rolls of fencing, hardware etc)
- d. Would Supervisor Hartshorn be interested in welding digger toys to replace the ones that were removed?

E. Road and Bridge Continuation:

- i. Doug agrees not to fix the Tandem, and wants to try to cut more in the Road and Bridge. If he is saving money he would like it earmarked to go towards Road Equipment repairs.

F. Housing Commission

- i. After a 3 month break(Dec. 18, 2025 to March 23, 2026), the town board has appointed 7 commissioners: Sarah Mayer, BJ Kohlstedt, Colby Abazs, Rachel Clark, Charlotte Hughes, Mike Miller, Honor Schauland
- ii. *Expanding Housing Capacity:* We are hosting an initial conversation on May 15th with key partners to determine next steps in building small-scale affordable housing in Finland. These partners include IRRRB, One Roof Community Housing, Wolf Ridge ELC, and Lake County HRA. Our goal with these partnerships is to define the resources that each partner can bring to a housing project based on community driven needs. Resources could include funding, land, sustainable development strategies, and long-term affordability strategies. The commission will provide updates at the township's May 19th meeting.
- iii. *Lake County Relationships:* The Housing Commission continues monthly meeting attendance with the Lake County HRA and Planning Commission, logging relevant updates at monthly HC meetings. We have presented a resolution to the Lake County Board of Commissioners asking that the former Finland Nature Childcare building be transferred to the Lake County HRA for future affordable housing.
- iv. *Funding:* We continue funding research from the Blandin Foundation, League of Minnesota Cities and the Greater Minnesota Housing Fund, to determine best fit for our work. The U of M Northeast Regional Sustainable Development Partnership contribution of \$8000 will help us to continue our work through the next 6-month term.
- v. Supervisor Nikula will get some Lake County Home Rehab forms and hand them out. B.J. Kohlstedt thanks Supervisor Nikula for being a liaison to Matt Jonshon with Lake County HRA.

IV. Old Business:

- A. MOTION to approve the amendment of the Parks and Rec Job Description to include both Winter and Summer Job Specs. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent. Harper Breden was the Grounds person for the Winter and will be continuing on for Summer Parks and Rec work. Paul will get the battery out of his garage and to the Center for the Lawn Mower.
- B. MOTION to amend Resolution 2024-02 Compensation Policy to move Supervisor 100 stipend to a Monthly Salary, and remove compensation for Board Members at the Annual Meeting. As well as

add in stipulations for reimbursement while travelling. Motioned by Supervisor Peterson ,
Seconded by Supervisor Nikula , Passed by unanimous consent.

- C. MOTION to Amend Job description for Supervisors to reflect the Compensation Resolutions changes. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.

V. New Business

- A. MOTION to renew the Fire Departments Workers Compensation for \$1,087.00 for the July 2026-July 2027 Policy. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
- B. MOTION to approve Resolution 4.2026.08 Authorizing Direct Deposit for Officers and Employees. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent.
- C. Road Sign Retro- Reflectivity Policy discussion- Board will take the document on the Road Tour and see if it's applicable.
- D. Road Tour Date will be on 4/29/26 @ 9am, Clerk Breden will post notices accordingly.
- E. Reminder the Board of Appeal and Equalization will meet on Thursday May 14th at 1pm at the Clair Nelson Center, this meeting is with Lake County and for Crystal Bay taxpayers only.

VI. Public Concerns- None

VI. CLOSE MEETING: MOTION: to adjourn the meeting at 7:15pm pm until May 19th , 2026 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- Chair

_____ date: _____
Michael Nikula- Vice Chair

_____ date: _____
Roger Peterson- Supervisor

Attested to this 19th day of May, 2026

Stacy Breden- Town Clerk

