

Town of Crystal Bay

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

Minutes

June 16th, 2026

- I. **Attendance:** Stacy Breden, Paul Hartshorn, Lise Abazs, Douglas B Perfetto, Vaughn Hoff, Terri Perfetto, Sarah Mayer, Randy Josephson, Roger Peterson
- A. Supervisor Hartshorn called the Regular Meeting of the Crystal Bay Town Board to order at 6:05pm 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. No Agenda Changes
 - i. MOTION: To approve the June Regular Meeting Agenda Motioned by Supervisor Peterson, Seconded by Supervisor Hartshorn, Passed by unanimous consent.
 - D. MOTION: To approve May Regular Meeting Minutes. Motioned by Supervisor Hartshorn , Seconded by Supervisor Peterson , Passed by unanimous consent.
 - E. MONTHLY TREASURER'S REPORT:
 - i. Income
 - a. Savings Interest \$95.00
 - b. CLP Rebate \$12.00
 - c. Cemetery Plot \$500.00
 - d. Housing Grant \$8,000.00
 - ii. Expense
 - a. General Government :- Payroll for Supervisors (\$774), Treasurer (\$735), and Clerk (\$5372), Other government expenses: legal consultation for personnel (\$154) and housing (\$460), supervisor & clerk training (\$225), Dues: HR posters (\$106) & monthly payroll fees (\$29), printer expense (\$209), Supplies: township manual (\$20) & meeting food (\$308).
 - b. Public Safety: Public Works: Road & Bridge - Payroll included 50 regular hours for Road Supervisor & 2 hours for a Road Worker (\$1950), garage electricity (\$66), equipment supplies (\$43), and fuel (\$413). Grader loan interest (\$851).
 - c. Culture & Recreation: - Community Center payroll: 14 hours ground worker plus 2 hours for supervisor labor (\$342), maintenance & supplies for septic & outdoor bathroom (\$345). Utilities costs for town hall electricity (\$655), septic pumping (\$960), & triangle electricity (\$65).

- d. Housing Commission- grant expenses for Payroll (\$898), contractors (\$30), mileage (\$12).
- e. Cemetery - Payroll for 7 hours (\$132), supplies (\$27), & equipment (\$82).
- f. Included in the above expenses are EFT payments for Coop Light & Power (\$786) (Visa (\$755), Amazon (\$50), Grader Loan (\$1952) and Payroll Liabilities (\$3060).

iii. Balance Sheet:

- a. The checking account is at \$116,431, about \$30,000 lower than this time last year. Note that the Community Projects Fund contains \$12,199 restricted grant funds for the housing project, so actual Township working capital is just over \$100,000.
- b. Savings accounts total \$38,230, including Rotating Loan Funds available \$26,834.
- c. Quarterly payroll liabilities due are \$179
- d. The Township's Grader Loan outstanding balance due is \$125,551

iv. Summary:

- a. Over the past 12 months our spending has exceeded our budget by over \$50,000, with June's payroll still to account for. Expenses have exceeded our Levy of \$219,500 by \$77,000, the impact of which has been buffered by almost \$90,000 of Intergovernmental and Service Income.
- b. The draft budget for July'26 - June'27 is based on the new Levy of \$319,500.
- c. MOTION: To approve the Monthly Treasurer's Report.

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

F. June's Bills:

- i. Action Fire Protection Services \$343.00
- ii. Co-Op Light and Power \$655.00
- iii. Evenson Home Works \$1194.00
- iv. Finland Cooperative \$416.92
- v. Finland Fire Department \$6,000.00
- vi. GDO Law \$307.26
- vii. Kofstad Contracting \$142.56
- viii. Lake County Highway Dept. \$33.02
- ix. NSFCU \$1952.17
- x. Superior Septic Services LLC \$480.00
- xi. NSFCU (VISA) \$150.18
- xii. MOTION to approve June's Bills for a total of \$11,674.11
Motioned by Supervisor Peterson Seconded by Supervisor Hartshorn , Passed by unanimous consent.

G. MOTION to approve May's monthly pay claims for a gross total pay of \$9,297.70

Motioned by Supervisor Harshorn , Seconded by Supervisor Peterson , Passed by unanimous consent

H. May's Deposit Detail

- i. May 5th Cemetery Fund = \$500.00
- ii. May 18th Community Projects Fund = \$8,000.00
- iii. May 18th General Fund Misc. Revenue = \$11.92
- iv. May 31st Interest Savings \$.15/ Patronage \$14.16 / SS Visa CC \$.68/ Rotating Loan CD \$73.87 / General Fund \$5.51
- v. MOTION to approve May's Deposit Detail Report for an income total of \$8,606.74 Motioned by Supervisor Hartshorn , Seconded by Supervisor Peterson , Passed by unanimous consent

I. May's Cash Flow

- i. Operating Activities -7,742.62
Adj to reconcile Net income to net cash provided by operations 21700- Payroll Liabilities 60.68
- ii. Net cash provided by Operation Activities: \$-7681.94
- iii. Financial Activities Grader Loan 2023: \$-1100.73
 - a. Net cash provided by Financial Activities :\$ -1100.73
- iv. Net cash increase for period: \$-8782.67
- v. Cash at the beginning of period :\$163,443.97
- vi. Cash at end of period :\$154,661.30
MOTION to approve May's Statement of Cash Flow Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent

J. Board reviews correspondence from Town

II. Reports (5 minutes each)

A. Clerks Report: Stacy

- i. Reminder to the Town Residents that Notice for Filing for Township Supervisor Seat A, B and Treasurer will begin on July 14th, and end July 28th. Registration Fee is \$2.00. Notice will be in the paper and is posted at the Coop- and in the Lobby at the Clair Nelson Center. Affidavits of Candidacy must be filed with me during my set office hours. July 14th 3pm-8pm/ July 21st Noon to 6pm/ July 23rd 4pm to 7pm/ July 27th 1pm to 5pm and July 28th 1pm to 5pm.
- ii. IRRR grant check in report finished
- iii. Phone call with IRRR – if contractors aren't willing to pay prevailing wage the Town is out that money, also no reimbursement for grease trap. IRRR will cover a Septic run off ditch, additional riders and Electrical hook up- only if prevailing wage is paid and IRRR will not pay the Township directly to do any of the work. In addition, any costs we have incurred due to contractor negligence is an expense the Town cannot get reimbursed through IRRR.
- iv. Negotiated LP costs with COMO, Superior Fuel, Lakes Gas and Federated will look at that later in the meeting.
- v. Working on the Clerk's Audit. They are supposed to be done every year, and I have not done one since I started Clerking back in 2022.
- vi. I moved the credit card policy to July's agenda so Supervisor Nikula could be present for it.
- vii. Crystal Bay Township April 2025 Census numbers are; population 425 & household estimate is 224
- viii. Website visits were 128 with 210 views

- ix. PERA is going through employer records, and I updated EIN, our Software Vendor and removed Colby as administrator (again) and am keeping myself as administrator.
 - x. Supervisor Nikula asked me to look into a blight ordinance for the Township
 - xi. Working on updating the Websites information monthly.
 - xii. Updating Contracts with Snowmobile Clubs.
 - xiii. Getting proper documents for Wooden Bat.
 - xiv. Continue to support the project from the Clerk's Office. Housing Hours for May were 16.
- B. Budget Draft Discussion anticipating first payment of FY26 Levy Payment 1 in July.
- C. Supervisor Report
- i. Supervisor Peterson- Scott Robinson and Holden Electric will get a location out and be out next Thursday to start.- 100 Amp Service for the Septic.
- D. Cemetery Update:
- i. 10 people were out to help put the flags and monuments out for Memorial Day.
 - ii. Preliminary planning for moving of the archway is underway.
- E. Road and Bridge: Doug
- i. Pudgy hasn't been doing much without a truck
 - ii. DOT Quote from WKLSB, INC comes in at \$5,039
 - iii. MOTION to get the truck fixed in Grand Marais @ Northern Truck and Trailer LLC. for no more than \$2,500.00 Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent
 - iv. Washout on Timberline Trail needs to be fixed.
 - v. Hold off on Park Hill Road until the truck is back.
 - vi. Small Pile at Birdshot Pit needs moving after truck is DOT'd
- F. Housing Commission Report
- i. Expanding Housing Capacity:
Regarding the cluster house development project: Wolf Ridge ELC BOD met 6/6-7 and moved to provide a letter of support for funding purposes
Lake County HRA met 6/10 and moved to provide a letter of support for funding
Purposes Commission members are gathering estimates for driveway, well, and septic system installation, along with design and construction of single family units.
 - ii. Maintaining Housing Capacity:
The Lake County Board will convey the former Childcare House to the Lake County HRA in the next 30 days with a TBD mortgage/deed restriction such as workforce, long-term rental and/or Homestead designation. Planning and Zoning will determine if a septic inspection is needed upon sale.
Lake County HRA has increased the income limits for the Lake County Home Rehab grants. We are drafting a flyer to share around town advertising the program and contact info.
 - iii. Funding Opportunities:
Conversation and introduction of the Cluster Housing Project has begun with the IRRR Housing Program grants administrator, Kevin Steele. The Commission shared the results and next steps of the May Partners Gathering with Kevin. He verified that projects serving workforce and senior housing fits well into IRRR's Housing Program and he will continue to work with us to submit a full

application. The first round of selected projects will go to the IRRRB starting September 1. After a pre-approval application process with IRRR, the Commission will be requesting the Crystal Bay Township Board of Supervisors to consider a motion to allow the Crystal Bay Housing Commission to apply for funds to support site clearing, driveway installation, well and septic installation, and foundation prep and installation.

G. Clair Nelson Community Center Report

i. Clair Nelson Community Center Report :Friends of Finland

a. Regular Activities include:

1. Monday's 9:15am Bone Builders & 7:30pm AA
2. Tuesday's 8:30am to 4pm Tuesday Talents Craft Group
3. Wednesday's 9:15am Bone Builders
4. Thursday's 6pm to 9pm Youth Night
 - a. May 7- 19 kids
 - b. May 14- 18 kids
 - c. May 21- 23 kids
 - d. May 28 - 32 kids

b. Regular Monthly Activities and Upcoming Events

1. NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30am
2. May Potluck is on 31st
3. First Farmers Market started June 11th, Every Thursday

c. Building:

1. There was 3 paid rentals for \$400 in May 2026
2. Ball Valve for the water supply was replaced at the RV Dump
3. Water Heater installed on June 8, 2026
4. Staining front of building started- rain and schedules have slowed down that project
5. Trees by ballfield that were leaning or dead have been cut down
6. Infield sand replaced
7. Will be selling hotdogs and such out of concession stand for softball season (youth)

III. Old Business:

- A. MOTION to approve Finland Snowmobile and ATV Club's Contract for another year with no changes. - Board Signs 2 Copies Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent
- B. Board Reviews Updated Pizza Policy From F.O.F Updates to include F.O.F trained members signatures on Policy.
- C. Septic Update:

- D. MOTION to for Supervisor Peterson to get a weedwhip at Menards.Motioned by Supervisor Hartshorn , Seconded by Supervisor Peterson , Passed by unanimous consent
Supervisor Hartshorn suggested looking into a new mower for next Spring.
- E. Abandonment of Roads Discussion- Tabled
- F. MOTION to enter into a 3 year contract with COMO Oil and Propane for Services at the Clair Nelson Center located at 6866 Cramer Road and Town Garage located at 6553 Hwy #1 for fixed price of \$1.399 only if the gallons are 4800 for the 3 year term.
Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent. (Stacy will check with COMO on Gallon usage before emailing the contract over.

IV. New Business

- A. Review Road Superintendent Job Description
 - 1. Discussion on adding Specific Duties required by the Road Superintendent to the Job description. Board agrees to add in Doug's List. Will sign and approve in July.
- B. Review Cemetery Job Description
 - 1. No Changes - Will sign and approve in July.

V. Public Concerns- None

VI. CLOSE MEETING: MOTION: to adjourn the meeting at 7:03 pm until July 21st, 2026 at 6:00 p.m. at the Clair Nelson Community Center. Motioned by Supervisor Peterson , Seconded by Supervisor Hartshorn , Passed by unanimous consent.