

Town of Crystal Bay

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

Minutes

August 18th, 2026

- I. **Attendance:** Stacy Breden, Michael Nikula, Amy Nikula, Terri Perfetto, Douglas Perfetto, Randy Josephson, Arlene Conzelman, Roger Peterson, Sugar, Jon Goette, Nate Schumacher, David Geist, Sarah Mayer, Amelia George, Genavive George, Galvin George, Alma Mitchell, Steve Stallard, Yvonne Stallard, Elijah Hudgins, Steven George, Lise Abazs
- A. Supervisor Nikula called the Regular Meeting of the Crystal Bay Town Board to order at 6:00pm 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. Please hold all commenting until the end
 - C. No Agenda Changes
 - i. MOTION: To approve the August Regular Meeting Agenda Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - D. MOTION: To approve July Regular Meeting Minutes. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent.
 - E. MONTHLY TREASURER'S REPORT:
 - i. Income
 - a. The first tax apportionment (\$158,986) arrived, about half of the total levy.
 - b. Part of that apportionment included Taconite credits (\$15,396).
 - c. Received annual state Township Aid (\$1,916).
 - d. RV Dump fees (\$72.00)
 - e. Savings Interest (\$100)
 - ii. Expense
 - a. General Government :- Payroll for Supervisors (\$442), Treasurer (\$621), and Clerk (\$5146), Board mileage reimbursement (\$226) and other government expenses including: monthly payroll fee (37), *meetingad*(41), printer expense, paper, and ink (522), *computerandofficesupplies*(392), postage (\$78), annual insurance (\$9,100).
 - b. Public Safety: No Expense
 - c. Public Works: Road & Bridge - Payroll included 74 hours for Road Supervisor (\$2797) about twice as much as was in May.

Garage electricity (\$80), pre-DOT inspection (145), *and fuel*(315). Grader loan interest (\$837).

- d. Culture & Recreation: Community Center payroll: 31 hours grounds worker(\$669) RV dump pump and parts (\$130), mower and weed whip supplies, repair, and fuel (736). *Utilities costs for town hall electricity*(391), septic pumping (960), *and triangular electricity*(66).
- e. Housing : grant expenses for Payroll (\$492), contract (\$30), and mileage (\$100)
- f. Cemetery - Payroll for 6 hours (\$113), equipment rental (\$72)
- g. Included in the above expenses are EFT payments for Grader Loan (\$1952) and Payroll Liabilities (\$2758).

iii. Balance Sheet:

- a. The checking account is at \$244,723, with all funds briefly in the positive. The Community Projects Fund contains \$7151 restricted grant funds for the housing project.
- b. Savings accounts total \$38,406, including Rotating Loan Funds available for use but currently in a CD (\$26,785).
- c. Quarterly payroll liabilities due are \$61.
- d. The Township's Grader Loan outstanding balance due is \$126,356

iv. Budget Summary Discussion was had.

v. Steve Stallard had some comments on his email submission.

- a. MOTION: To approve the Monthly Treasurer's Report.

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

F. July's Bills:

- i. Amazon EFT \$272.84
- ii. Co-op Light and Power (EFT) \$532.00
- iii. Finland Cooperative (#10424) : \$668.82
- iv. Friends of Finland Community (#110425) : \$208.99
- v. GDO Law (#10426) \$245.80
- vi. Holden Electric (#10428) \$9076.05
- vii. Northern Truck and Trailer (#10429) \$2469.95
- viii. NSF Credit Union (EFT) : \$1952.17
- ix. Superior Septic Services LLC (#10427) : 1128.00
- x. NSF Credit Union VISA (EFT) : \$2200.28
- xi. MOTION to approve July's Bills for a total of \$ \$18,754.90
Motioned by Supervisor Peterson Seconded by Supervisor Nikula , Passed by unanimous consent.

G. MOTION to approve July's monthly pay claims for a gross total pay of \$9,685.18

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

H. July Deposit Detail

- i. July 7th, Checking Account; 1st half Levy Payment from Lake County = Total \$174,381.31

- a. Current Ad Valorem = \$155,598.44
 - b. Fiscal Disparities = \$ 2367.31
 - c. Taconite Production Tax/Credit = \$ 15,395.63
 - d. Severed Mineral Payments = \$602.65
 - e. Penalties & Delinquent Taxes = \$417.26
- ii. July 20th, Checking Account; State of MN; Town Aid (CD) = \$1916.00
- iii. July 24th, Checking Account ; Town Hall Building Fund Community Center Fees \$72.00
- iv. July 31st, Savings = \$.15
- v. July 31st, Patronage = \$14.84
- vi. July 31st, VISA CC = \$.68
- vii. July 31st, Rotating Loan(CD) = \$.73.73
- viii. July 31st Rotating Loan = \$.02
- ix. July 31st, General Fund = \$10.97
- x. MOTION to approve June's Deposit Detail Report for an income total of
 Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent

I. July Cash Flow

- i. Operating Activities
 - a. Net Income 151,930.95
 - i. Adj to reconcile Net income to net cash provided by operations 21700- Payroll Liabilities 188.06
 - ii. Net cash provided by Operation Activities: \$151742.89
- ii. Financial Activities
 - a. Grader Loan 2023: \$-1,115.05
 - i. Net cash provided by Financial Activities :\$ -1,115.05
 - b. Net cash increase for period: \$150,627.84
 - c. Cash at the beginning of period :\$132,500.94
 - d. Cash at end of period :\$283128.78
- iii. MOTION to approve July's Statement of Cash Flow Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent

J. Board reviews correspondence from Town

II. Reports (5 minutes each)

A. Clerks Report: Stacy

- i. Clerks Hours for the Month of July totaled 135hrs/ 33.75 per week on Average. Of those Hours 16 hours were for Housing, 28 hours were for Open Election/Withdrawal Period, Roughly 7 Hours on Septic Communications, Roughly 2hrs on Fire Audit Communication, Roughly 3hrs on Wooden Bat Community Communication, 79 hours remaining Township Work, such as Working with FOF, Interacting with the Community, Supervisor Communication, Working with Lise on end of month, filing, and Meeting Pre and Post Work, Other Clerical Work (Emails, etc) and working with Doug and Vaughn as applies.
- ii. Attached to Original Minutes will be a chart of Hours from 2024- Current

B. Supervisor Report

- i. Campers had been removed
- ii. May have to purchase a new rider for the hall in the future
- iii. Thanks to FOF for the facelift the front of the bldg got. Thanks to Gary Olsen and Arlene.
- iv. Septic Is completed, we are waiting for time-dosing work to get done. Effluent levels need to get higher before that can be done. Holden Electric bill was submitted to IRRR for reimbursement. File is still pending.
- v. Cemetery Update: Vaughn is out of commission with an injury so Mike will take over in the interim

C. Road and Bridge: Doug

- i. Doug called Northern Truck and Trailer on the Freightliner. It still needs some headlight work, there is some rust in the box that will get onto the conveyor train. They will get an estimate and get it to us.
- ii. Tandem Truck needs to go to Northern Truck n Trailer for Suspension and rear rust issues. Supervisors said to get an estimate
- iii. We need to get a plan for mowing the roads. Lake County will not allow us to rent their machine. A place in WI is spendy but the only one in the immediate area. Supervisor Peterson will look at our current mowers status.
- iv. Doug met with the County Engineer and went up the Air Base Road to see about upgrading the upper section and the guard rails. He will send us an official report with suggestions. Also need some more fill on Riverside Drive Slope by Supervisor Nikulas place.

D. Clair Nelson Community Center Report

- 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
 1. July 2- 42 kids
 2. July 9- No- YN
 3. July 16 - 29 Kids
 4. July 23 - 31 kids
 5. July 30 - 20 kids
 - e. Regular Monthly Activities and Upcoming Events
 1. NSAP Senior Lunch is on the 2nd Wednesday every month @ 11:30am
 2. Farmers Market Thursday's from 5 to 6:30pm
 3. Wooden Bat Tournament went well and was well attended.
 - f. Building:

1. There were 4 paid rentals for \$455 in July of 2026

g. Other:

1. Dick Krech Jr and his crew started cleaning up the tennis court from the trees and weeds. Hope to have the cracks patched by the end of summer
 2. Playground work is next on the agenda for outdoor improvements. Request township supervisor to have a short meeting to give their input on some plans
- ii. Friday Night has been paused by F.O.F due to rules of the program not being followed. Young Adults and Teens come Friday Evening for game night but recently there has been issues with people staying until 4am, or having swords at the event, playing outside past 10pm. Arlene stated that she has many times talked to the point person about the rules, yet rules still continue to be broken. Citizens have been in to talk to Arlene about concerns and this is why she is bringing it up now to the Town. Supervisor Nikula addresses Nate Schumacher saying he can talk on this topic later on during Public Comment Period.

E. Housing Commission Report :

- i. **Expanding Housing Capacity:** Regarding the cluster housing development project: Commission members continue to meet with personnel from Minnesota Housing Partnership(MHP) through a Technical Assistance grant funded by the Greater Minnesota Housing Fund(GMHF). Support includes outlining procedural steps in all phases of development, guidance on acquiring and leveraging funding, funding disbursement, and community outreach. Commission members continue gathering estimates for driveway, well, and septic system installation, along with design and construction of single family units. Reminder:ESMC (Empowering Small Minnesota Communities) published the final comprehensive report on the project research provided to Finland Home Solutions/CBT Housing Commission during 2024/25. There is a hard copy available in the community center in addition to a PDF on the Housing website. The report highlights community engagement processes, strategies in building and maintaining community partnerships to maintain project progress, community assets and housing needs, and housing design concepts for CBT.
- ii. **Maintaining Housing Capacity:** The Lake County HRA Board approved a CBT resident's Home Rehab grant application at their monthly meeting this past Wednesday. A Housing Commission attended the meeting virtually to speak to the application. The resident was prepared with contractors ready to go so the work is under way! The resident will follow up with an invoice to the HRA director. Just as a reminder, current guidelines are on the application which can be found in the community center. Commission members are dedicated to supporting folks going through the application process. Commission members can be reached via the CBT Housing email address.

crystalbayhousingproject@gmail.com

- iii. **Funding Opportunities:** We have not submitted a preapplication to the IRRR Housing Grant Program in order to be approved to submit a full application
- iv. After approval, we'll have the opportunity to submit a full application. In preparation for submission in early September, the Commission is requesting
- v. the Crystal Bay Township Board of Supervisors to consider a motion to allow the Crystal Bay Housing Commission to submit an application for funds to support site clearing, driveway installation, well and septic installation, and foundation prep and installation. The first round of selected projects will go to the IRRRB starting September 7th..

III. Old Business:

- A. Planning Commission Recommendation Discussion- Tabled
- B. Motioned by Supervisor Nikula , Seconded by Supervisor Peterson , Passed by unanimous consent Motion to make Roads Helper a Permanent Position and keep Jon Goette as Employee.
- C. Board Reviews Snow Plow Policy
- D. Nikolai Road Discussion:
Peterson makes a motion to accept 8.2026.10 resolution authorizing the Town Clerk to File Documents Resolving the Legal Definition of Nikolai Road. Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent
- E. Fire Department Audit was completed
- F. Septic Update: See Above.
- G. Salveson Road Project: Matias says they are working with Barr Engineering to finalize the QAPP, the same quality-assurance plan I mentioned earlier which serves as a prerequisite to receiving funds from the federal government.
The timeline for that is hopefully to have it locked in by the late summer - allowing us to get out there and collect all of the data for the feasibility study this fall. Then, over the winter we'll be working up cost estimates and draft plans.
Lake SWCD is in the process of hiring a couple of new staff, so their capacity is low right now but expected to pick up by the time that we're getting out there for field work this fall.

IV. New Business:

- A. Set Board of Canvas Date 11-10-26 @ 6pm
Motioned by Supervisor Peterson , Seconded by Supervisor Nikula , Passed by unanimous consent

V. Public Concerns

- A. Nate Schumacher and community members discuss Friday Night Game Night Concerns with the Town Board. Supervisor Peterson states please don't stay until 4am, and respect the rules in place for the program that Arlene has set.
- B. Dave Geist says he appreciates the fact that the hall is used as a meeting space for youth.

VI. CLOSE MEETING: MOTION: to adjourn the meeting at 7:20 pm until September 15th , 2026 at 6:00p.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 15th day September , 2026

_____date:_____
Stacy Breden - Town Clerk