

Tofte Township Board Meeting Minutes
January 8, 2026

Present: Chair Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Treasurer Gordon Engstrom, Rescue Chief Kim Jahnke

Virtually: Clerk Amy Brugge

Absent: Fire Chief Richie Nelson

A. Call to Order: Supervisor Horak called the board meeting to order at 7:00pm.

B. Agenda Approval:

MOTION- Chair Horak moved to approve the agenda. Supervisor Schmidt seconded the motion. Motion carried unanimously.

C. Minutes Approval:

MOTION – Chair Horak moved to approve the minutes from the December 11, 2025 meeting. Supervisor Schmidt seconded the motion. Motion carried unanimously.

D. Clerk’s Report:

1. Mail – Planning Commission Public Notices were reviewed by the board
2. MNDOT Hwy 61 Corridor Study Technical Advisory Committee – Clerk Brugge served as the township’s representative at 12/15 meeting & provided a recap of the meeting. MNDOT expects to form a Community Advisory Committee in the months ahead and hold a public forum on the West End of the county regarding upcoming projects and corridor study.
3. Website – no updates at this time
4. Township Elections – Reviewed that one supervisor seat is up for election in 2026 and discussed election judge options. Clerk Brugge will continue to solidify election judges for board to approve in February
5. 2026 Meeting Schedules – Board reviewed the 2026 schedule
6. EMS Invoicing – January call data will be provided to Clerk Brugge in February to begin billing process.

MOTION – Chair Horak motioned to approve the 2026 Tofte Board of Supervisors meeting schedule with the addition of the Board of Audit meeting to immediately follow the regular February meeting. Supervisor Crowley seconded the motion. Motion carried unanimously.

E. Treasurer’s Report:

1. Treasurer Engstrom, presented the Treasurer’s Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$132,882.34**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$67,062.50**
 - iii. Charles Schwab Investment Account: **\$1,007,190.12**
 - v. Total Cash and Investments: **\$1,207,134.96**

MOTION- Chair Horak motioned to accept the Treasurer’s report as presented. Supervisor Schmidt seconded. Motion carried unanimously.

2. Receipts registered for the past month totaled **\$79,894.16**

F. Claims, Payroll, and Transfers of Funds/ Transaction Report:

1. Review and approval of Unpaid Bills. Presented claims totaling **\$7,866.45**

MOTION- Supervisor Horak moved to approve the claims lists. Supervisor Crowley seconded the motion. Motion carried unanimously.

2. Approval of payroll register – Gross regular monthly pay of **\$9,703.40**

MOTION- Supervisor Horak moved to approve the payroll register. Supervisor Schmidt seconded. Motion carried unanimously.

- G. Fire Department Report – Had 1 false alarm on Bluefin Bay Resort in December; Mutual Aid call for Lutsen Township
- H. Rescue Squad Report – 7 calls for including 2 cars accidents in Schroeder
- I. County Commissioner – Currently out of town, had board reorganization meeting on Tuesday. Commissioner Storlie will again chair the board and Commissioner Mills will serve as Vice Chair.
- J. Birch Grove Community Center
 1. Roof Replacement Bids – Bid specifications will be published in Cook County Herald for the first 2 weeks in February with a March due date so that they may be reviewed during the regular March Meeting.
 2. Exterior Doors & Bathroom addition – will be doing a site visit to draft design plans, may hire an architect, may go drafting route to prepare bids specs. The entity will meet with Supervisor Horak & Diane Blanchette at Birch Grove next week and hopefully prepare a rough draft for the board to review in February
 3. Bathroom update – Waiting for County Plumbing to come and complete the urinal upgrade
 4. Warming House water – hope to address with County Plumbing while discussing urinal upgrade.
- K. Old Business
 1. Fire Tanker Truck Insurance Claim & Repairs – Tim Norman will be following up again and hopeful that it will be completed in the next few weeks.
 2. Town Hall Roof repairs – to be add to future agenda
- L. New Business
 1. 2026 Community Center & Town Hall Rental fees – The board re-confirmed the continuation of a \$50 rental fee for Community Room at Birch Grove
 2. Snowmobile Access through Tofte – MNDOT will not approve a limited-use permit for snowmobile access along Highway 61 near AmericInn & Circle K. Will re-visit this discussion during February meeting.
 3. Treasurer Engstrom informed the board that he anticipates resigning by August 2026 as he will be moving out-of-state
- L. Citizen Comments – N/A

M. Next Meeting February 12, 2026 with Board of Audit meeting to immediately follow

N. Adjourned at 7:58pm

Craig Horak, Chair

Date

Sam Crowley, Vice Chair

Date

Teresa Schmidt, Supervisor

Date

Amy Brugge, Clerk

Date