

## Tofte Town Board Meeting Minutes January 12th, 2023

Present: Supervisor Craig Horak via Google Meet, Supervisor Sam Crowley, Supervisor Sarah Somnis, Clerk Kay Spielman, Treasurer Alayna Carrier, Rescue Chief Kim Jahnke, Gordon Engstrom, Liz Wagner, and Jason Hale. Absent: Fire Chief Rich Nelson and Commissioner Ginny Storlie.

Supervisor Craig Horak called the board meeting to order at 7:04 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas.

Clerk Kay presented the Supervisors with a tentative agenda for tonight's meeting. Supervisor Craig motioned to approve the agenda. Supervisor Sam seconded.

Clerk's Report: Clerk Kay presented the Dec 8<sup>th</sup> regular meeting minutes. Supervisor Craig motioned to approve the minutes. Supervisor Sam seconded.

Treasurer's Report: Treasurer Alayna Carrier read the treasurer report. Balances of checking accounts as of Dec 31st: Business \$710,098.20, Comm. Center \$8,866.34, Money Market \$120,419.83, Road Bridge \$12,835.07, and Senior Lunch \$19,124.04. Total balance of 8 CDs was \$418,422.64. Supervisor Sam motioned to approve the treasurer's report. Supervisor Craig seconded.

Claims, Payroll, and Transfers: Clerk Kay presented the board with claims totaling \$12,448.71. Supervisor Craig asked to see the invoices for Zup's and Lee. Supervisor Craig motioned to approve payment of claims as presented by the Clerk. Supervisor Sam seconded.

Clerk Kay presented the board with regular net payroll this evening totaling \$3,121.69. Supervisor Craig motioned to approve the net regular payroll. Supervisor Sam seconded. The board was presented with the fire/rescue annual payroll in the amount of \$8,142.15.

Fire Department Report: Fire Chief Rich Nelson was absent so Rescue Chief Kim reported that there was 1 false alarm last month.

Rescue Report: Rescue Chief Kim Jahnke reported 4 calls last month. The rescue truck is still having power issues.

County Commissioner Report: Commissioner Ginny was not present but she emailed the board a few items to share. Debra White was elected as the new commissioner to the county board. The three unions that represents the Cook County employees all came to a final approval with the county. Mike Keyport was asked to come up with emergency safety suggestions for the next board meeting.

Citizen's Comments: Liz Wagner brought up that the increased wages for the county employees may have an impact on the property taxes in the county.

### Old and New Business:

- A. Boiler replacement: Supervisor Craig had the boiler in the town hall replaced last month. It was about 28 years old and needed to be replaced.
- B. Birch Grove Community Center:
  1. Liz Wagner wanted input from the town board on the idea of setting up a community garden at the Birch Grove Community Center. Possible locations was discussed, including the consideration of water sources and proximity to existing sewer locations. Liz was asked

to create a survey to gauge interest in the community. The topic was tabled until the next month's meeting.

- C. Park/Cemetery: Supervisor Craig ran the water pump at the cemetery.
- D. Donation requests for 2024 will be due by Feb 1<sup>st</sup>. Clerk will remind previous recipients of the deadline.
- E. Set meeting times for budget and the board of audit. Supervisor Craig motioned to set the budget meeting for Feb 9<sup>th</sup> at 6 pm and to set the board of audit meeting for Feb 9<sup>th</sup> at 7 pm with the regular meeting to follow right after. Supervisor Sam seconded.
- F. Set employee wages for 2023: Supervisor Craig motioned to increase wages for all employee by \$1 per hour. Supervisor Sam seconded.
- G. TSSSD board's new member: Supervisor Sam Crowley motioned to accept Ken Johnson as a new member of the TSSSD board. Supervisor Sarah seconded.

Mail received: MN Pollution Control Agency, email from Jim Fischer, LBAE meeting request from Bob Thompson to be set in May. Supervisor Craig motioned to set the meeting for May 23<sup>rd</sup> from 5 to 7 pm. Supervisor Sam seconded.

Any other business to discuss: none

Supervisor Craig motioned to adjourn this meeting at 8:09 pm. Supervisor Sam seconded.

Respectfully submitted by Kay Spielman, Tofte Town Clerk

## Tofte Town Board Meeting Minutes February 9th, 2023

Present: Supervisor Sarah Somnis, Supervisor Sam Crowley, Clerk Kay Spielman, Treasurer Alayna Carrier, Rescue Chief Kim Jahnke, Commissioner Ginny Storlie, Jason Hales, Bill Gale, Carla Menssen, Neva Maxwell, Peter (?). Absent: Fire Chief Rich Nelson.

Supervisor Sarah Somnis called the board meeting to order at 7:05 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas.

Clerk Kay presented the Supervisors with a tentative agenda for tonight's meeting. Supervisor Sarah motioned to approve the agenda. Supervisor Sam seconded.

Clerk's Report: Clerk Kay presented the Supervisors the minutes for the Jan 12<sup>th</sup> regular meeting. Supervisor Sam motioned to approve the minutes. Supervisor Sarah seconded.

Treasurer's Report: Treasurer Alayna read the treasurer's report. Balances of checking accounts as of Jan 31st: Business \$697,351.04, Comm. Center \$8,866.41, Money Market \$120,420.85, Road Bridge \$12,835.18, and Senior Lunch \$19,349.18. Total balance of 8 CDs was \$418,422.64. Supervisor Sam motioned to approve the treasurer's report. Supervisor Sarah seconded.

Claims, Payroll, and Transfers: Clerk Kay presented the board with claims totaling \$17,269.01 for payment. Supervisor Craig asked to see the bill for Terra Bella and Per Mar. Supervisor Sarah motioned to approve payment of claims as presented by the Clerk. Supervisor Sam seconded.

Clerk Kay presented the board with regular net payroll this evening totaling \$3,921.24. Supervisor Sam motioned to approve the net regular payroll. Supervisor Sarah seconded.

Fire Department Report: Fire Chief Rich Nelson was absent so Rescue Kim reported that there was 2 mutual aid calls with Lutsen.

Rescue Report: Rescue Chief Kim Jahnke reported there was 3 calls last month. Supervisor Craig fixed the rescue truck so it's now back in service. The rescue team has training on Tues 2/21 so she asked if Judy with the tax program could relocate to Birch Grove for that day. Clerk Kay will contact Judy on that.

County Commissioner Report: Commissioner Ginny shared that the county has been working on a capital improvement plan for the county buildings for about \$1 mm. They have held public hearings to get feedback from the public. There have been septic inspections being made by the county. Senator Hauschild was in the area doing some visits.

Citizen's Comments: Carla Menssen introduced herself as a member of the WE Connect board. Bill Gable thanked the board for their support in the current housing project that the HRA is working on.

### Old/New Business:

- A. HRA housing development update: Jason and Peter (?) shared a handout showing the current plans for the housing project located behind the community center. There will be 22-24 properties in the \$100-115,000 price range. The houses will be built in two phases of houses and duplexes. The road will go in first. The focus is on making it affordable to local residents. 50% of the land is still wetlands so they have to work around that. The next step is the purchase agreement with HRA.

- B. Neva Maxwell, Cook County Planning & Zoning Administrator – she introduced herself to the board. She’s excited to be working with the HRA on the housing project. She also encouraged people to consider joining one of two boards that have vacant seats at the moment.
- C. LBAE meeting is now set for May 18<sup>th</sup> from 5-7 pm.
- D. Birch Grove Community Center: The ice rink is up and running. Peter has been working hard on maintenance issues in the building. There’s tentative plans for Ruby’s Pantry to start back up again in the spring.
- E. Park/Cemetery: No new updates.
- F. Elections: Supervisor Sarah motioned to appoint Tammy Rude and Holly Schroeder as election judges and Kay Spielman as the head judge. Supervisor Sam seconded. Notice of election and annual meeting will be posted. Absentee ballots are now available and absentee voting will be available at the town hall on Sat March 11<sup>th</sup> from 10 am to noon.
- G. Annual Township meeting on March 14<sup>th</sup>: Craig will talk about general items, Sam will update on the park, and Sarah will update on fire dept items. The items to be added to the agenda are HRA housing project, solar project update, building maintenance, and park erosion issues.
- H. Donation requests for 2024: The Lutsen alpine ski club requested \$2,500, the Sportsman Timberwolves requested \$2,500 and Sugarbush Trails requested \$1,500. Supervisor Sarah motioned to accept all requests for 2023. Supervisor Sam seconded.
- I. 4<sup>th</sup> of July donations were requested from both Lutsen and Schroeder.
- J. Fire relief association members: Supervisor Sam motioned to approve Matt Becker joining the Fire Relief Association. Supervisor Sarah seconded. The rest of the members was tabled until next meeting.
- K. Approve appointment of new board member to TSSSD: this item was removed from agenda as it was already done at the Feb board meeting.

Mail received: email from Liz Wagner with the latest results from the community garden survey, letter from the MN water department.

Any other business to discuss: None

Supervisor Sarah motioned to adjourn this meeting at 8:20 pm. Supervisor Sam seconded.

Respectfully submitted by Kay Spielman, Tofte Town Clerk

## Tofte Town Board Meeting Minutes March 9th, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Clerk Kay Spielman, Treasurer Alayna Carrier, and Rescue Chief Kim Jahnke. Absent: Fire Chief Rich Nelson and Commissioner Ginny Storlie.

Supervisor Craig called the board meeting to order at 7:03 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas.

Clerk Kay presented the Supervisors with a tentative agenda for tonight's meeting. Supervisor Craig motioned to approve the agenda. Supervisor Sam seconded.

Clerk's Report: Clerk Kay presented the Supervisors the minutes for the Feb 9<sup>th</sup> regular meeting and Board of Audit meeting. Supervisor Sam motioned to approve the minutes. Supervisor Craig seconded.

Treasurer's Report: Treasurer Alayna read the treasurer's report. Balances of checking accounts as of Feb 28th: Business \$704,358.92, Comm. Center \$100.08, Money Market \$120,425.20, Road Bridge \$12,835.64, and Senior Lunch \$7,761.54. Total balance of 8 CDs was \$418,422.64. Supervisor Craig motioned to approve the treasurer's report. Supervisor Sam seconded.

Claims, Payroll, and Transfers: Clerk Kay presented the board with claims totaling \$420.00 and 45,473.65 for payment. Supervisor Craig asked to see the bill for Edward Oil and Stryker. Supervisor Craig motioned to approve payment of claims as presented by the Clerk. Supervisor Sam seconded.

Clerk Kay presented the board with regular net payroll this evening totaling \$3,523.03. Supervisor Craig motioned to approve the net regular payroll. Supervisor Sarah seconded.

Fire Department Report: Fire Chief Rich Nelson was absent so Rescue Kim reported that there was 3 calls and 1 mutual aid call.

Rescue Report: Rescue Chief Kim Jahnke reported there was 2 calls last month. The team is busy doing training sessions.

County Commissioner Report: None

Citizen's Comments: None

Old/New Business:

- A. WE Connect request for an addition to the Birch Grove Community Center: The organization wants to add another room to the building to service a new daycare group aged 0-3 with a dedicated bathroom. The board motioned to add it to the agenda for the annual township meeting in March.
- B. Birch Grove Community Center: Pete has been busy maintaining the building. The ice rink will come down shortly due to the warmer weather. Como Oil has told Craig that there is no lease with the tank at the center so therefore, they will not service the tank. Craig and Kay was able secure a service contract with Edward Oil instead. Tim is to shut down the boiler for the season. Sam will ask him to do some deep clean/repairs during the off season.

- C. Park/Cemetery: Craig is going to call the engineer again regarding the erosion project. KTM did not give the board a decision on renewing the lease. Sarah has volunteered to order more picnic tables for the park.
- D. Elections: Supervisor Craig motioned to remove Holly Schroeder as election judge and to appoint Mary Jane Huggins and Diane Norman as election judges. Supervisor Sam seconded.

Mail received: MATIT letter regarding recent scam, LABE meeting notice, MN Dept of Water, DNR Fire Dept.

Any other business to discuss: Alayna asked the board if she is supposed to be reading the board of audit report at the annual meeting as this is her first time attending. It was also mentioned that we should move the budgeted funds over to the correct MM accounts.

Supervisor Sarah motioned to adjourn this meeting at 7:41pm. Supervisor Sam seconded.

Respectfully submitted by Kay Spielman, Tofte Town Clerk

## Tofte Town Board Meeting Minutes April 13, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Clerk Kay Spielman, Treasurer Alayna Carrier, Rescue Chief Kim Jahnke, Commissioner Ginny Storlie, Robert Haas, Greg Tofte, Marsha Hansen, Gary, Hansen, Jenny Gervais, and David Monson. Absent: Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:00 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas.

Clerk Kay presented the Supervisors with a tentative agenda for tonight's meeting. Supervisor Craig motioned to approve the agenda. Supervisor Sam seconded.

Clerk's Report: Clerk Kay presented the Supervisors the minutes for the March 9<sup>th</sup> regular meeting. Supervisor Craig motioned to approve the minutes. Supervisor Sam seconded.

Clerk Kay announced that Lake & Cook County Township meeting is tentatively set for May 3<sup>rd</sup>, location TBD.

Reminder that LBAE meeting is set for May 18<sup>th</sup> at 5:00 pm.

Treasurer's Report: Treasurer Alayna read the treasurer's report. Balances of checking accounts as of March 31st: Business \$667,745.64, Comm. Center \$100.09, Money Market \$120,430.32, Road Bridge \$12,836.19, and Senior Lunch \$8,186.88. Total balance of 8 CDs was \$418,422.64. Supervisor Craig motioned to approve the treasurer's report. Supervisor Sam seconded.

Claims, Payroll, and Transfers: Clerk Kay presented the board with claims totaling \$101.62 and 22,825.54 for payment. Supervisor Craig motioned to approve payment of claims as presented by the Clerk. Supervisor Sam seconded.

Clerk Kay presented the board with regular net payroll this evening totaling \$2,893.94. Supervisor Craig motioned to approve the net regular payroll. Supervisor Sam seconded.

Fire Department Report: Fire Chief Rich Nelson was absent so Rescue Kim reported that there was 1 call and they are waiting for trainer to come up.

Rescue Report: Rescue Chief Kim Jahnke reported they are shopping for a new truck for Rescue.

County Commissioner Report: Commissioner Storlie reported on grant work for dental with veterans for \$60K. She noted work on budget calendar with town hall meetings in August. She introduced Engineer Haas who will be reporting on engineering options for road.

Citizen's Comments: None

Old/New Business:

- A. Clare & Dan Shirley requests support for renewal of 3.2 license for Sawbill Canoe Outfitters. Supervisor Craig moved to provide letter of support. Supervisor Sam seconded.
- B. Robert Haas provided an update on the Tofte Park Road reconstruction. Traffic count increases dictate priority in reconstruction. He discussed four options for the project. A hybrid solution may be used for different sections. The next step is to finalize proposal with a 2024 goal.
- C. Annual Organizational

1. Appoint Fire Chief – Supervisor Sam moved the appointment of Rick Nelson as Fire Chief. Supervisor Craig seconded
  2. Appoint Rescue Chief - Supervisor Craig moved the appointment of Kim Jahnke as Rescue Chief. Supervisor Sam seconded
  3. Designate official newspaper - Supervisor Craig moved the designation of the Cook County News Harold as the official newspaper. Supervisor Sam seconded.
  4. Designate official bank depositor - Supervisor Craig moved the designation of the Grand Marais State Bank as the official bank depositor. Supervisor Sam seconded.
  5. Appoint Chair & Vice Chair - Supervisor Craig moved the appointment of Craig Horak as Chair and Sarah Somnis as Vice Chair. Supervisor Sam seconded
  6. Appoint board liaisons to Fire/Rescue, Park/Cemetery, and Birch Grove Building - Supervisor Craig moved the appointment of Sarah Somnis as Fire/Rescue liaison and Sam Crowley as Park/Cemetery liaison and Craig Horak as Birch Grove Building liaison. Supervisor Sam seconded.
- D. Resolutions: Supervisor Craig move approval of Donation resolution #1-2023. Supervisor Sam seconded. Supervisor Craig move approval Payment resolutions 1-2023, 2-2023, 3-2023. Supervisor Sam seconded.
- E. Birch Grove Community Center
1. Supervisor Craig moved the renewal of the Birch Grove School Lease. Commissioner Sam seconded
  2. Discussed 50 x 80 ft community garden to be located at the community center. DNR was contacted to determine if there are any conflicts and there are none. Liz is going to work on getting a grant.
- F. Supervisor Craig moved to set Tofte clean-up date at May 2, 2023 at 9am. Supervisor Sam seconded.
- G. 4<sup>th</sup> of July update
1. Hotel rooms are now booked
  2. Working with fireworks vendor for a quote
  3. Supervisor Craig moved to approve Tofte Clerk to sign Cook County Highway Department road closure permit. Seconded by Supervisor Sam.
  4. Supervisor Craig moved to hire Serena [Crowley formerly Nelson] as event coordinator. Seconded by Supervisor Sam
- H. KGM lease renewal – [\$30,000 for 10 years dated from expiration date of original lease. To be paid in credit towards paving of cemetery road]
- I. HRA option agreement for land behind Birch Grove was discussed. Selling price is \$40K. If the property is undeveloped within 5 years it returns back to Tofte Township. Pending approval by HRA.

Mail received: Donation request from Walker [area food bank. Request ignored]

Any other business to discuss: Supervisor Alayna asked about [saplings room flooring] vs wood. Supervisor Sarah asked about a walk around to [repaint community room] to update stove in Community Center kitchen.

Supervisor Craig motioned to adjourn this meeting at 8:22pm. Supervisor Sam seconded.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

## Tofte Local Board of Appeal and Equalization Meeting Minutes

May 18, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer Alayna Carrier, Gordon Engstrom, Assessor Bob Thompson, Rachael Espe, Kyle Monson, Andrew Beavers.

Unless otherwise stated, all actions have been approved by unanimous yea vote.

1. Supervisor Craig called the board meeting to order at 5:00 pm.
2. Hearing – County Assessor Bob Thompson and staff presented list of 7 property appeals for Tofte Township (attachment). The staff explained the Assessor's recommendation for each parcel with Tofte supervisors asking questions related to some properties. Assessor recommendation was for 1 reduction, 1 increase, 1 classification change, with the remaining 4 parcels not changed. Supervisor Craig moved the acceptance of all of the recommended changes. Supervisor Sam seconded. Assessor Thompson also discussed property values and valuations throughout Cook County in general.
3. Citizen Comments – none
4. Supervisor Craig moved to adjourn this meeting at 5:30pm. Supervisor Sam seconded.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Prism 1 submission Total Estimated Market Value (EMV) is \$201,781,500

19 parcels appealed by phone calls. 7 parcels on the LBAE. One parcel reduced, one parcel increased, one parcel classification changed, and four parcels not changed. Total change in Assessor Recommended Changes in EMV -\$4,900. Total percent change of EMV by Assessor Recommendations is 0%.

<b>Property Owner</b> SHELLEY WILLIAM J. SUSAN M	<b>Assessor Land EMV</b> 17,400	<b>Assessor Improvement</b> 0	<b>Assessor Total EMV</b> 17,400	<b>Assessor Class</b> 4b(4) Unimproved Res Land
<b>Parcel Id</b> 250640014	<b>Board Land EMV</b> 17,400	<b>Board Improvement</b> 0	<b>Board Total EMV</b> 17,400	<b>Board Class</b> 4b(4) Unimproved Res Land
<b>Appeal Code</b> <del>Property Owner</del> <b>AR</b>	<b>Changes to EMV</b> 0	<b>Type Of Change</b> No Change	<b>Explanation Of Change</b>	
<b>Property Owner</b> SHELLEY WILLIAM J. SUSAN M	<b>Assessor Land EMV</b> 77,600	<b>Assessor Improvement</b> 0	<b>Assessor Total EMV</b> 77,600	<b>Assessor Class</b> 4b(4) Unimproved Res Land
<b>Parcel Id</b> 250640113	<b>Board Land EMV</b> 62,000	<b>Board Improvement</b> 0	<b>Board Total EMV</b> 62,000	<b>Board Class</b> 4b(4) Unimproved Res Land
<b>Appeal Code</b> <del>Property Owner</del> <b>AR</b>	<b>Changes to EMV</b> -15,600	<b>Type Of Change</b> Value too high -- land	<b>Explanation Of Change</b> No Lake Superior view	

<b>Property Owner</b> FAIRCHILD CHRISTINE A	<b>Assessor Land EMV</b> 46,500	<b>Assessor Improvement</b> 56,800	<b>Assessor Total EMV</b> 103,300	<b>Assessor Class</b> 4b(1) Res Non-Hmstd 1-3
<b>Parcel Id</b> 250400026	<b>Board Land EMV</b> 46,500	<b>Board Improvement</b> 56,800	<b>Board Total EMV</b> 103,300	<b>Board Class</b> 4b(1) Res Non-Hmstd 1-3
<b>Appeal Code</b> AR = Assessor Recommendation	<b>Changes to EMV</b> 0	<b>Type Of Change</b> No Change	<b>Explanation Of Change</b>	
<b>Property Owner</b> THORESON TIMOTHY. ROSEMARY	<b>Assessor Land EMV</b> 90,300	<b>Assessor Improvement</b> 233,200	<b>Assessor Total EMV</b> 323,500	<b>Assessor Class</b> 1a Residential Hmstd
<b>Parcel Id</b> 250154415	<b>Board Land EMV</b> 90,300	<b>Board Improvement</b> 233,200	<b>Board Total EMV</b> 323,500	<b>Board Class</b> 1a Residential Hmstd
<b>Appeal Code</b> AR = Assessor Recommendation	<b>Changes to EMV</b> 0	<b>Type Of Change</b> No Change	<b>Explanation Of Change</b>	
<b>Property Owner</b> FISHER DANIEL S. SKOVHOLT SARA J	<b>Assessor Land EMV</b> 150,400	<b>Assessor Improvement</b> 361,700	<b>Assessor Total EMV</b> 512,100	<b>Assessor Class</b> 4b(1) Res Non-Hmstd 1-3
<b>Parcel Id</b> 250620520	<b>Board Land EMV</b> 150,400	<b>Board Improvement</b> 361,700	<b>Board Total EMV</b> 512,100	<b>Board Class</b> 4b(1) Res Non-Hmstd 1-3
<b>Appeal Code</b> AR = Assessor Recommendation	<b>Changes to EMV</b> 0	<b>Type Of Change</b> No Change	<b>Explanation Of Change</b>	
<b>Property Owner</b> RYSDAHL JEANNE T TRUSTEE	<b>Assessor Land EMV</b> 410,100	<b>Assessor Improvement</b> 602,700	<b>Assessor Total EMV</b> 1,012,800	<b>Assessor Class</b> 1a Residential Hmstd
<b>Parcel Id</b> 250223207	<b>Board Land EMV</b> 420,800	<b>Board Improvement</b> 602,700	<b>Board Total EMV</b> 1,023,500	<b>Board Class</b> 1a Residential Hmstd
<b>Appeal Code</b> AR = Assessor Recommendation	<b>Changes to EMV</b> 10,700	<b>Type Of Change</b> Corrected measurements	<b>Explanation Of Change</b> Changed Front Feet and Acreage	
<b>Property Owner</b> RYSDAHL JEANNE T TRUSTEE	<b>Assessor Land EMV</b> 149,600	<b>Assessor Improvement</b> 0	<b>Assessor Total EMV</b> 149,600	<b>Assessor Class</b> 4b(4) Unimproved Res Land
<b>Parcel Id</b> 250223210	<b>Board Land EMV</b> 149,600	<b>Board Improvement</b> 0	<b>Board Total EMV</b> 149,600	<b>Board Class</b> 5(2) All other property
<b>Appeal Code</b> AR = Assessor Recommendation	<b>Changes to EMV</b> 0	<b>Type Of Change</b> Classification Change	<b>Explanation Of Change</b> Assessed elsewhere	

Tofte Town Board Meeting  
May 18, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer Alayna Carrier, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke, Commissioner Ginny Storlie, Sharon Hexum Platzer. Absent: Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:00 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

Approval of Agenda. Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.

Appoint Clerk Replacing Kay Spielman. Supervisor Craig moved to appoint Gordon Engstrom to serve as clerk for Tofte Township. Supervisor Sam seconded.

A. Clerk's Report.

1. Approval of April regular meeting minutes. Supervisor Sam moved to approve the minutes for the April 13, 2023 meeting. Supervisor Craig seconded.
2. Mail received. Flowers were sent to Kay Spielman's family
3. Deputy Clerk. Gordon recommended appointment of Sharon Hexum Platzer to serve as deputy clerk. Supervisor Craig moved same. Supervisor Sam seconded.
4. Bank account resolutions. Supervisor Craig moved to add Gordon Engstrom as signer to all bank accounts at Grand Marais State Bank. Supervisor Sam seconded.
5. Voided Checks #7954, 7955, 7956, 7957, 7959, 7960. These checks were voided due to errors when printing checks.
6. Review of CTAS. Clerk Gordon reported that while reports of bank account balances provided by the Treasurer accurately reflect the accounts of Tofte Township and claims and payroll reports provided accurately reflect these disbursements by Tofte Township, the CTAS accounting system for Tofte has not been updated for many items and therefore that system can not be used to produce reports of the overall condition of the township. Gordon will be working to update the CTAS data. Deputy Clerk Sharon presented and recommended the use of a claim form to be completed for each request of payment.

B. Treasurer's Report: Treasurer Alayna read the treasurer's report. Balances of checking accounts as of April 31st: Business \$748,788.13, Comm. Center \$100.09, Money Market \$120,435.27, Road Bridge \$12,836.72, and Senior Lunch \$8,552.23. Total balance of 8 CDs was \$418,422.64. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.

C. Claims, Payroll and Transfers of Funds.

1. Review & Approval of claims. Clerk Gordon presented claims totaling \$2,866.31 for payment. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
2. Approval of payroll register. Clerk Gordon presented the board with a payroll register with net pay totaling \$2,608.68. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.

- D. Fire Department Report. Fire Chief Rich Nelson was absent so Rescue Chief Kim reported that there were 3 false alarms in April.
- E. Rescue Squad Report. Rescue Chief Kim Jahnke reported that there were 4 calls and an assist with Lake County in April. Rescue Chief Kim noted that she had requested that Kay get insurance cards for the fire and rescue trucks. Clerk Gordon said he would find and provide them to Kim.
- F. County Commission Report. Commissioner Storlie reported that the HRA/EDA merger had been voted down by the Cook County Commissioners. A Taconite Harbor group has formed to meet with Minnesota Power regarding their long-range plan to demolish the site. Minnesota Power has donated 40 acres of land up the Cramer Road in Schroeder Township to the HRA. Cook County is the only county that doesn't have a shooting range. A group is working on a shooting range that will be up the Gunflint Trail. Cook County has prepared a comprehensive report for capital improvement for 27 facilities that will include bonding. There is a truck for recycling cardboard at the base of the Caribou Trail through July.
- G. Citizen's Comments. None
- H. Old Business.
  - 1. Birch Grove Community Center. Supervisor Craig noted that the Birch Grove School K-5 lease being renewed is currently at \$40,054 per year. State funding for facilities for the school is based on enrollment which has risen. The school has suggested a new rental rate of \$49,782 per year based on new enrollment. Supervisor Craig moved to change the new lease agreement to include \$49,782 per year rent. Supervisor Sam seconded. Clerk Gordon will prepare a new lease document reflecting the change. Supervisor Craig noted that there is no change for the saplings lease.  
Supervisor Craig also noted that a new liner under the ice rink is needed.
  - 2. Park/Cemetery.
    - a. Clean up day has been set for May 20 at 9:00 am. Supervisor Sam noted that Volunteer Hold Harmless forms are needed.
    - b. Paving Road / KGM stockpile lease. Supervisor Craig noted that the KGM stockpile lease has been renewed. New terms include KGM paving the road in exchange for a reduction in the lease payment.
  - 3. 4<sup>th</sup> of July update.
    - a. Highway road permit – Supervisor Craig noted that Clerk Gordon needs to check on road perming and on fireworks permit and agreement.
    - b. Serena Nelson update. No update on 4<sup>th</sup> of July coordinator.
- I. New Business
  - 1. Supervisor Sarah reported that Patrick Reeves has asked about the possibility of an expansion of hours at the Sawbill Transfer Station. Supervisor Craig noted that this is run by Cook County and is unlikely to change.
  - 2. Clerk Kay had been working on getting a Holiday credit card for gas for Township vehicles but had been having little success. Supervisor Craig moved to direct Clerk Gordon to open a credit card with Grand Marais State Bank to include 2 credit cards. Supervisor Sam seconded. One card

can be left at the Holiday station for gas and the other can be maintained in the office for other purchases.

J. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:30 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes  
June 8, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer Alayna Carrier, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke, Deputy Clerk Sharon Hexum Platzer, April Fredrick. Absent: Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:03 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

- A. Approval of Agenda. Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.
- B. Clerk's Report.
  1. Approval of May 18, 2023 Local Board of Appeal and Equalization meeting minutes. Supervisor Sam moved to approve the minutes for the meeting. Supervisor Craig seconded.
  2. Approval of May 18, 2023 Tofte Town Board regular meeting minutes. Supervisor Sam moved to approve the minutes for the meeting. Supervisor Craig seconded.
  3. Mail received. State Demographer sent letter with April 1 2022 population estimate of 251 and household estimate of 132 requesting comment if not satisfied with the estimates. Members felt the estimates were reasonable.
  4. Review of CTAS. Clerk Gordon reported that his review of the CTAS accounting system for Tofte is continuing. He has noted incomplete entries in the system related to investments. A number of adjustments that are needed in the system have been identified but have not been made pending completion of the review process. Gordon did note that sinking fund transfers that were questioned at the last meeting were, indeed, not made to investment accounts. Supervisor Craig authorized Clerk to make corrections to update the sinking fund transfers. Supervisor Sam seconded.
- C. Treasurer's Report.
  1. Treasurer Alayna read the treasurer's report. Balances of checking accounts as of May 31st: Business \$646,699.23, Community Center \$100.09, Town Money Market \$120,440.38, Road & Bridge \$12,837.26, and Senior Lunch \$8,552.59. Total balance of 8 CDs was \$418,422.64. Supervisor Sam moved to approve the treasurer's report. Supervisor Craig seconded.
  2. Review of receipts for the month. Two receipts registers were presented. Receipts register for 4/1/2022 to 05/18/2023 totaled \$419,263.65. Receipts register for 5/19/2023 to 6/8/2023 totaled \$15,332.59
  3. Resignation and appointment of new Treasurer. Supervisor Craig read letter of resignation from Treasurer Alayna. Supervisor Craig moved acceptance of resignation with regrets. Supervisor Sam seconded. Treasurer Alayna recommended April Fredrick be appointed as new Treasurer. Appointment was moved by Supervisor Craig and seconded by Supervisor Sam.
- D. Claims, Payroll and Transfers of Funds.
  1. Review & Approval of claims. Clerk Gordon presented claims totaling \$19,155.21 for payment. Supervisor Craig moved to approve the claim list. Supervisor Sam seconded. Clerk Gordon noted that payment for Flashing Thunder Fireworks for July 4 was omitted from the list and payment was

- needed in advance of July 4. A second claims list for this item for \$7,619.00 was prepared and Supervisor Craig moved to approve second list. Supervisor Sam seconded.
2. Approval of payroll register. Clerk Gordon presented the board with two payroll registers, one with back pay for previous month for one employee, with net pay totaling \$6,392.35 and \$646.45. Supervisor Craig moved to approve the payroll registers. Supervisor Sam seconded.
  3. Cash Control Statement. Not available for this meeting since CTAS update work continues.
- E. Fire Department Report. Fire Chief Rich Nelson was absent so Rescue Chief Kim reported that there was 1 false alarm in May. They are getting ready for July 4. June 24<sup>th</sup> is the 99er and they are looking for volunteers for the aid station.
- F. Rescue Squad Report. Rescue Chief Kim Jahnke reported that there were 4 calls in May. Supervisor Craig is getting a quote on work for rescue truck.
- G. County Commission Report. Commissioner Storlie was not present.
- H. Citizen's Comments. None
- I. Old Business.
1. Birch Grove Community Center. Supervisor Craig noted that they did not get a grant for the community garden. They will be reapplying in August.
  2. Park/Cemetery. Supervisor Craig noted that Labota is in contact with KGM for road grading and gravel. Supervisor Sam needs to schedule a meeting with the cemetery board. The clean up day went well.
  3. 4<sup>th</sup> of July update. Supervisor Sam reported that everything is proceeding normally.
  4. ARPA Covid spending plan. Deputy Clerk Sharon reported that \$29,5006.21 of funding was received and a plan for spending the funds is needed. Sharon reviewed eligible expenditures with the board.
- J. New Business
1. Request for hockey rink fence extension. Supervisor Craig reported that the person making this request is encroaching on Township property with certain equipment. Craig will make fixing fence contingent on equipment being moved. Craig will get quotes.
  2. Quote for Town Hall/Fire Hall stain. Supervisor Craig reported that a quote from previous year's request was received with materials at cost. Quote is for \$18,250 after discount. Supervisor Sam moved to accept the bid and proceed with project. Seconded by Supervisor Craig. Supervisor Sam suggested that a quote be requested for the Search & Rescue Storage Building for stain as well.
- K. Next meeting date: July 13, 2023
- L. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:07 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes  
July 13, 2023

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer April Fredrick, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke, Deputy Clerk Sharon Hexum Platzer. Absent: Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:02 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

- A. Approval of Agenda. Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.
- B. Clerk's Report.
  1. Approval of June 8, 2023 Tofte Town Board regular meeting minutes. Supervisor Sam moved to approve the minutes for the meeting. Supervisor Craig seconded.
  2. Mail received.
    - a. Notice received from Minnesota Public Utilities Commission regarding rates for Minnesota Power. Not deemed relevant for Tofte.
    - b. Report of securities held by Grand Marais Bank to collateralize bank accounts was received.
  3. Review of CTAS. Clerk Gordon provided and reviewed a listing of actions he has taken to update accounts in CTAS system.
  4. Clerk Gordon reported that the 2021 and 2022 CTAS annual reports were submitted to the State Auditor.
  5. Clerk Gordon noted that he sent a letter of support for community garden grant from Lloyd K Johnson Foundation
- C. Treasurer's Report.
  1. Treasurer April presented the treasurer's report. Balances of checking accounts as of June 30: Business \$790,704.96, Town Money Market \$120,445.33, and Road & Bridge \$12,837.79. The Community Center and Senior Lunch accounts were excluded as they have been closed and transferred to the checking account. Total balance of 8 CDs was \$418,914.13. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
  2. Receipt register for the past month totaled 180,667.32
- D. Claims, Payroll and Transfers of Funds.
  1. Review & Approval of claims. Clerk Gordon presented claims totaling \$32,990.92 for payment. Supervisor Craig moved to approve the claim list. Supervisor Sam seconded. Supervisor Sam inquired about payment for the July 4 coordinator and emailed \$1,000 reimbursement receipt to Clerk Gordon and Supervisor Craig noted that \$1,500 fee had been approved in April. A second claims list for this item for \$2,500.00 was prepared and Supervisor Craig moved to approve second list. Supervisor Sam seconded.
  2. Approval of payroll register. The Payroll register showed net pay totaling \$4,600.90. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.
  3. Cash Control Statement showing total checking account balance of \$790,704.96 was presented and reviewed.

- E. Fire Department Report. Fire Chief Rich Nelson was absent so Rescue Chief Kim reported that there was 1 false alarm in June and 1 vehicle rollover. Papa Charlie's fire on June 24 was discussed. Call went out at 6:01am and Tofte Fire arrived at 6:12 am. Supervisor Craig noted that welds in the Tanker Truck were broken when filling the truck during the fire. The plan is to purchase a tank from McKeever for \$3,500 and replace the tank on the truck. The need to file an insurance claim was discussed.
- F. Rescue Squad Report. Rescue Chief Kim Jahnke reported that there were 7 calls in June and 1 fatality. North Shore Health will be providing training.
- G. County Commission Report. Commissioner Storlie was not present.
- H. Citizen's Comments. None
- I. Old Business.
  - 1. Birch Grove Community Center. Supervisor Craig noted that painting is needed and maintenance work is being done. Supervisor Sam noted that there are some dead trees that need to be cut down.
  - 2. Park/Cemetery. Nothing to report
  - 3. 4<sup>th</sup> of July update. There was a record turnout. They ran out of beer. Checks have been issued to vendors in advance in the past. Noted for next year. Fireworks were awesome.
  - 4. ARPA Covid spending plan. Getting quotes for radios. Supervisor Craig moved to use money for Armor Radios. Seconded by Supervisor Sam
  - 5. Credit Card application. Still waiting on info for the form.
  - 6. Cemetery Road Construction. Need to add to road base. Labota is going to add and grade and estimated 240 yards at \$12,000. KGM plans to start in about 2 weeks.
  - 7. Request for hockey rink extension. Discussions with adjoining land owner is in process.
  - 8. Review of proposed 2024 Levy Request. It was decided to have the Continuation of the Annual Meeting at 6pm before the next Town Board meeting on August 10. Notices to be published.
- J. New Business
  - 1. Closing Tofte Public Housing Fund. Clerk Gordon recommended that \$18,699.03 be transferred from the General Fund to the Public Housing fund to close the deficit balance in that fund. Moved by Supervisor Craig and seconded by Supervisor Sam.
  - 2. Proposal for Tofte Daycare. Clerk Gordon report that WE Connect has been working on establishing day care in the West End. Mary VanDoren is talking to Cook County and Birch Grove School on short-term and long-term solutions. Birch Grove seems to be willing to operate a one room day care in the exercise room. WE Connect hopes to put together some comprehensive information on longer term solutions some time in the future.
  - 3. Support letter for West End Emergency Shelter. Deputy Clerk Sharon shared information on a plan to establish an emergency shelter for the west end in the Lutsen Town Hall. The need became apparent during recent weather emergencies and power outages. Lutsen is requesting \$15,000 from Cook County. Supervisor Sam moved that Tofte provide \$5,000 for the Emergency Shelter. Seconded by Supervisor Craig.

4. Establishment of Investment Account. Clerk Gordon recommended establishing a broker account with Charles Schwab to invest savings and CD's when they mature in higher yielding CD's, treasury securities, federal agency bonds or government money market funds. Moved by Supervisor Craig and seconded by Supervisor Sam.
5. Supervisor Craig moved the purchase of the tank for the Tanker Truck from McKeever for \$3,500 and make the necessary modifications. Seconded by Supervisor Sam.
- 6.

K. Next meeting date: August 10, 2023

L. Adjourn. Supervisor Craig moved to adjourn the meeting at 9:15 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes  
August 10, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer April Fredrick, Clerk Gordon Engstrom, Commissioner Ginny Storlie, Liz Wagner. Absent: Rescue Chief Kim Jahnke, Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 6:39 pm.

Unless otherwise stated, all actions have been approved by unanimous yea vote.

- A. Approval of Agenda. Supervisor Craig moved to approve the agenda. Supervisor Sarah seconded.
- B. Clerk's Report.
  1. Approval of July 13, 2023 Tofte Town Board regular meeting minutes. Supervisor Craig moved to approve the minutes for the meeting. Supervisor Sarah seconded.
  2. Mail received.
    - a. Clerk Gordon presented notice for MAT district 10 meeting on August 24 in Virginia.
    - b. Clerk Gordon noted that the latest MAT Insider included an article about former clerk Kay Spielman.
    - c. Notice for water sample requirement for Birch Grove was received.
  3. Clerk Gordon noted that checks numbered 8029-8031 were voided. Ink ran low while printing checks.
- C. Treasurer's Report.
  1. Treasurer April presented the treasurer's report. Balances of checking accounts as of June 30: Business \$779,054.33, Town Money Market \$120,450.45, and Road & Bridge \$12,838.33. Total balance of 8 CDs was \$418,914.13. Supervisor Craig moved to approve the treasurer's report. Supervisor Sarah seconded.
  2. Receipt register for the past month totaled \$20,842.77. Clerk Gordon noted that this included \$18,699.03 representing on side of a transfer from the General Fund to the Public Housing fund as approved last month.
- D. Claims, Payroll and Transfers of Funds.
  1. Review & Approval of claims. Clerk Gordon presented claims totaling \$15,320.42 for payment plus one additional claim for \$18,699.03 for the other side of the transfer from the General Fund to the Public Housing Fund. Supervisor Craig moved to approve the claim lists. Supervisor Sarah seconded.
  2. Approval of payroll register. The Payroll register showed net pay totaling \$4,339.17. Supervisor Craig moved to approve the payroll register. Supervisor Sarah seconded.
  3. Cash Control Statement showing total checking account balance of \$797,753.36 was presented and reviewed.
- E. Fire Department Report. Rescue Chief Kim provided a report via text. There were 2 fire calls and some false alarms. There was a tree fire from a lightning strike, but rain put it out before truck arrived.

- F. Rescue Squad Report. Rescue Chief Kim Jahnke reported via text that there were 6 rescue calls during the month.
- G. County Commission Report. Commissioner Storlie provided an update on the Lutsen Emergency Shelter. The Emergency Manager secured a generator for the shelter. Also there are two public hearing on August 22: (1) Capital Improvement hearing at 9am. The County needs better access to law enforcement and more room for court. They are considering adding another floor to the Law Enforcement building to be called a Justice Center. Commissioner Storlie is touring other places to get ideas. An \$8.7 million grant is being written to the state. Public input is being sought at the hearing. (2) Cannabis hearing at 11am. They will be discussing how to handle the change in the law. County is looking at where consumption will be allowed in public spaces. County is planning for cannabis not to be allowed at county sites. Grand Marais will have its own guidelines.
- H. Citizen's Comments. None
- I. Old Business.
  - 1. Birch Grove Community Center. Liz Wagner brought LKJ foundation grant form to sign. It is an agreement to authorize Northwoods Food Project to be the fiscal agent for Community Garden grant. LKJ staff want to meet with garden reps on August 29 at 2pm. Some trees need to be moved – Supervisor Craig offered to do that. A rock needs to be moved. They need to get underground lines marked. Clerk Gordon provided Liz with volunteer waiver forms to use. They are planning to charge a nominal fee of \$20 per year and they want to set up a web link for payment. Liz was told that they can use the mulch pile at the Community Center.
  - 2. Park/Cemetery. Nothing to report
  - 3. ARPA Covid spending plan. 11 Action radios are being ordered. Waiting for invoice
  - 4. Credit Card application. Still waiting on info for the form.
  - 5. Cemetery Road Construction. MGM is waiting for bridge construction on the bike trail before paving. Cemetery road will follow.
  - 6. Request for hockey rink extension. After reviewing the site, this is not thought to be needed. It is better to deal with damage, if any, instead of extending the fence.
  - 7. Fire Tanker Truck insurance claim. Supervisor Craig needs to scan the form.
- J. New Business
  - 1. Bluefin Bay liquor license support request. Moved by Supervisor Craig and seconded by Supervisor Sam.
  - 2. Birch Grove Day Care lease. Birch Grove to lease the former exercise room to provide 0-3 age day care. Clerk Gordon has drafted a lease with the same terms as the Saplings room lease. Supervisor Craig moved approval of the lease pending final review by both parties. Seconded by Supervisor Sam.
  - 3. Cook County Voting Operations, Technology, & Election Resources (VOTER) Account Agreement. Cook County has requested that Tofte sign an agreement allowing them to retain about \$4,000 of election funds from the state to be used for local elections. Supervisor Craig moved to approve the agreement. Seconded by Supervisor Sarah.
  - 4. A question was raised as to whether there were any plans for a Tofte Picnic like last year. Decided to have a picnic on August 27th from 4pm to 7pm similar to last year.

K. Next meeting date: September 14, 2023

L. Adjourn. Supervisor Craig moved to adjourn the meeting at 7:45 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes  
September 14, 2023

Present: Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer April Fredrick, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke. Absent: Supervisor Craig Horak, Fire Chief Rich Nelson.

Supervisor Sarah called the board meeting to order at 7:04 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

- A. Approval of Agenda. Supervisor Sam moved to approve the agenda. Supervisor Sarah seconded.
- B. Clerk's Report.
  1. Approval of August 10, 2023 Tofte Town Board regular meeting minutes. Supervisor Sam moved to approve the minutes for the meeting. Supervisor Sarah seconded.
  2. Mail received.
    - a. Notice for water sample requirement was received.
  3. Clerk Gordon noted that he is working on a calendar for the web site. He inquired about recurring meetings that should be added to the calendar. Fire/EMS meets 2<sup>nd</sup> & 4<sup>th</sup> Monday at 7pm.
- C. Treasurer's Report.
  1. Treasurer April presented the treasurer's report. Balances of checking accounts as of June 30: Business \$766,286.03, Town Money Market \$120,455.56, and Road & Bridge \$12,838.88. Total balance of 8 CDs was \$418,914.13. Supervisor Sam moved to approve the treasurer's report. Supervisor Sarah seconded.
  2. Receipt register for the past month totaled \$10,246.02.
- D. Claims, Payroll and Transfers of Funds.
  1. Review & Approval of claims. Clerk Gordon presented claims totaling \$12,981.72 for payment. Supervisor Sarah moved to approve the claim lists. Supervisor Sam seconded.
  2. Approval of payroll register. The Payroll register showed net pay totaling \$4,951.02. Supervisor Sarah moved to approve the payroll register. Supervisor Sam seconded.
  3. Cash Control Statement showing total checking account balance of \$768,253.83 was presented and reviewed.
- E. Fire Department Report. Rescue Chief Kim reported that there were 3 false alarms @ Bluefin, Mutual Aide grassfire and Eagle Ridge. She also announced that the Schroeder Fire Chief will be retiring and no one has stepped up yet to replace him. Tofte may need to support Schroeder in some way in the future.
- F. Rescue Squad Report. Rescue Chief Kim Jahnke reported that there were 8 rescue calls during the month. Discussion led to need to review Schroeder's share payment for rescue services. There was a question whether their payment includes sinking fund for future rescue vehicle.
- G. County Commission Report. Commissioner Storlie was not present
- H. Citizen's Comments. None

I. Old Business.

1. Birch Grove Community Center. Liz Wagner has called about location of wire for sign.
2. Park/Cemetery. Nothing to report
3. ARPA Covid spending plan. Still waiting for radios invoice
4. Credit Card application. Form has been submitted. Still waiting on delivery of cards
5. Cemetery Road Construction. KGM is still waiting for bridge construction on the bike trail before paving can begin. Cemetery road will follow.
6. Fire Tanker Truck insurance claim and repairs. Supervisor Sam reported that they are still trying to find a welding company to do the work.
7. Tofte Park Road design. Cook County Highway department held a community meeting the day before to review the road design work to date and to obtain feedback. Clerk Gordon and Supervisor Sarah attended. The design was reviewed briefly reviewed. There was discussion about cooperation between the county and Tofte regarding the work above the waterway through the park. Highway department plans to do further design work based on feedback and present an updated design this fall.

J. New Business

1. Letter of approval for liquor licenses for Tofte Holiday Store and Tofte Bottle Shop. Moved by Supervisor Sam and seconded by Supervisor Sarah.
2. Lease renewal for Sawtooth Mountain Clinic. Propose increasing rent from \$9/sq ft to \$10/ sq ft. Supervisor Sarah will contact Kate to present proposal. It was noted that they do not seem to be using the space to the extent that they used to.
3. Cell Tower lease value. Clerk Gordon presented a buyout option for the Cell Tower lease that had been received. Offer was declined.
4. Office cleanup – tech recycling. Treasurer April has found a lot of maps and plans that she is not sure what to do with. She suggested getting a hard drive to digitize documents. We will need to decide what to retain and what to shred. She showed a box of old electronics. Peter is going to bring it to the dump to recycle.
5. Party in the park. People want to keep doing it. The caterer would like a tent if doing it next year. It may be difficult next year with the road construction. Decided to set date as weekend before Labor Day – August 25, 2024. Board will need to revisit in June.
6. Birch Grove Exercise equipment. Peter noted that Diane would like to take out the exercise equipment. Supervisor Sarah will talk to Diane.
7. Snow removal bids. Notices for bids for snow removal need to be published. Two bids – one for community center and town hall (but not cemetery) and one for bike trail. Moved by Supervisor Sarah and seconded by Supervisor Sam. Clerk Gordon will check with Cook County News Herald for last year's notices.

K. Next meeting date: October 12, 2023

L. Adjourn. Supervisor Sam moved to adjourn the meeting at 8:33 pm. Seconded by Supervisor Sarah.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes  
October 12, 2023

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Supervisor Sam Crowley, Treasurer April Fredrick, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke, Liz Wagner. Absent: Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:00 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

- A. Approval of Agenda. Supervisor Sam moved to approve the agenda. Supervisor Sarah seconded.
- B. Clerk's Report.
  1. Approval of September 14, 2023 Tofte Town Board regular meeting minutes. Supervisor Craig call the meeting to order change to Supervisor Sarah. Supervisor Craig moved to approve the minutes for the meeting. Supervisor Sam seconded.
  2. Mail received. None
  3. Investment Changes. Clerk Gordon noted that 8 CDs are maturing around the end of October. The plan is to redeem the CDs and transfer the proceeds to the newly created account at Charles Schwab. Sinking fund transfers for the past five years also need to be made. A listing of the maturing CDs and a summary of transfers to be made was presented to the board. Supervisor Craig moved to authorize the transfer of past and present sinking fund amounts, savings accounts and CD proceeds to Charles Schwab to be used to create a pooled investment account for the same designated purposes as before. Supervisor Sam seconded.
  4. Easement agreement for Cook County HRA property. Supervisor Craig and Clerk Gordon recently signed an easement agreement across Township property at Birch Grove for access to the property they acquired from Tofte earlier in the year.
- C. Treasurer's Report.
  1. Cash Control Report showed a checking account book balance of \$735,497.65. Treasurer April presented the treasurer's report. Balances of checking accounts as of September 30 were: Business \$751,662.25, Town Money Market \$120,460.56, and Road & Bridge \$12,839.41. Total balance of 8 CDs was \$418,914.13. Supervisor Sam moved to approve the treasurer's report. Supervisor Craig seconded.
  2. Receipt register for the past month totaled \$12,503.36.
- D. Claims, Payroll and Transfers of Funds.
  1. Review & Approval of claims. Clerk Gordon presented claims totaling \$5,244.02 for payment. Supervisor Craig moved to approve the claim lists. Supervisor Sam seconded.
  2. Approval of payroll register. The Payroll register showed net pay totaling \$3,927.12. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.
- E. Fire Department Report. Rescue Chief Kim reported that there was one call for a grass fire one false alarm. She also noted that Tofte Fire and Rescue gave a presentation at Birch Grove today for Fire Prevention Week.

- F. Rescue Squad Report. Rescue Chief Kim Jahnke reported that there was one rescue call during the month. EMS jackets were ordered
- G. County Commission Report. Commissioner Storlie was not present
- H. Citizen's Comments. None
- I. Old Business.
  - 1. Birch Grove Community Center.
    - a. Liz Wagner reported on the Community Garden. There are two deliveries tomorrow of materials for the gardens. Site prep work will be done today. Sam is removing stump tomorrow. Dirt hauling starts tomorrow. Liz asked about an auger for corner posts. Gravel that is on site can be used for the garden. Volunteers can take down the existing sign and Tofte Township will provide a new sign for the garden. Garden applications and payments will be setup to be done through the Tofte Township website
    - b. Exercise / Daycare room & exercise equipment. According to Diane, Bone Builders took the equipment they wanted and gave away the rest. Supervisor Sam noted that he was told that the pickleball group has a timing conflict with the Hostel. Supervisor Craig will check with Diane about this.
    - c. Janitor Supplies. Peter is ordering a lot of supplies through Uline. Peter will be given the Uline account access information so he can order directly. Bill goes automatically to the Clerk. Peter also requested replacement hoses for the vacuum. Supervisor Sam told him to just get a new vacuum.
  - 2. Park/Cemetery. Supervisor Sam said that a lady reached out to buy some cemetery plots. He will contact Greg Tofte.
  - 3. ARPA Covid spending plan. Supervisor Craig recently reached out for the invoice for radios
  - 4. Credit Card application. It has been difficult to get information. Clerk Gordon will work on this.
  - 5. Cemetery Road Construction. DNR redesigned the bridges for the Gitchi Gammi bike trail and materials won't be available until spring. LaBoda will be grading the Cemetery Road for winter.
  - 6. Fire Tanker Truck insurance claim and repairs. The tank for the truck has been acquired and a welder has been lined up.
  - 7. Tofte Park Road design. Nothing new. We are expecting a 90% design report later in the fall. Supervisor Craig was filled in on discussion from last meeting.
  - 8. Snow removal bids. Changes to last year's bid notices were discussed. Bids will go into the Cook County Heard to be due by next Tofte board meeting.
  - 9. Office/document cleanup. Nothing new.
- J. New Business
  - 1. New MN law regarding Earned Sick and Safe Time (ESST) effective January 1, 2024. Clerk Gordon received a notice regarding CTAS updates that will be coming for this new law. There was a short discussion regarding the impact on Tofte Township
- K. Next meeting date: November 9, 2023

L. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:19 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

## **Tofte Town Board Meeting Minutes November 9, 2023**

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer April Fredrick, Clerk Gordon Engstrom, Commissioner Ginny Storlie, Mayor Tracy Benson, Liz Wagner, Marsha Hansen, Jonathan Hanno, Gary Hansen. Absent: Supervisor Sarah Somnis, Rescue Chief Kim Jahnke, Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 6:59 pm.

Unless otherwise stated, all actions have been approved by unanimous yeas vote.

A. Approval of Agenda. Supervisor Craig moved to approve the agenda with one change in the order of items. Supervisor Sam seconded.

H.2. (This item moved up from later in the agenda) Tracy Benson, mayor of Grand Marais asked if Tofte was interested in participating in a County-wide email newsletter. The newsletter would go out on a bi-monthly basis. It's called "Cook County Outreach." It will go to state and federal legislators, the IRRRB and the public. Birch Grove School could report through Tofte. There will be a non-line submission form with a summary, link and photo. First issue will be November 27. Deadline to submit is 10 days prior. Clerk Gordon will coordinate for Tofte.

B. Clerk's Report.

1. Approval of October 12, 2023 Tofte Town Board regular meeting minutes. Supervisor Sam moved to approve the minutes for the meeting. Supervisor Craig seconded.
2. Mail received.
  - a. Memorial bench in Tofte Park. A request was received to place another bench in the park as a memorial. Tofte is no longer doing benches. But Mike McMillan will plant a 12 -14 foot Maple Tree, with or without a plaque, for a cost around \$1,000. Clerk Gordon will pass along the information.
  - b. Cook County Severe Storm Tabletop Exercise. Tofte has no equipment for that purpose, therefore no input
  - c. Tap Water results for Birch Grove. Results showed water quality well within requirements. Supervisor Sam has already posted results at Birch Grove.
  - d. Board of Appeal and Equalization Training. Supervisors Craig and Sam will do the training.
  - e. MAT Annual Conference – Dec 7-9 in St Cloud. Supervisor Craig may go. Needs to check his schedule.
  - f. Cook County Planning Commission - Dec 13. Tofte housing development is on the agenda.
  - g. Board of Adjustment Public Hearing – Dec 13. One property may be in Tofte Township, but no concerns.
3. Tofte Township – official name. Clerk Gordon noted that other names are being used on checks and other places, such as Township of Tofte and Town of Tofte. Clerk Gordon urges all to strive to be consistent using the Tofte Township name.
4. Resolution to establish new bank account and credit cards at North Shore Federal Credit Union. A draft resolution was provided (see final version attached). Supervisor Sam moved approval of resolution. Supervisor Craig seconded.

5. Wire transfer of \$559,058.51 to Charles Schwab. Supervisor Craig moved to approve wire transfer in the amount of \$559,058.51 to Charles Schwab account in furtherance of plan to invest capital and other funds. Seconded by Supervisor Sam.
6. Transfer \$1,084.76 of 29 Acre Land Use CE proceeds to General Fund. The 29 Acres was sold to the Cook County HRA so segregated funds are not longer needed. Supervisor Craig moved that \$1,084.76 representing the proceed from a redeemed CD dedicated to the 29 Acre Land Use be transferred to the General Fund. Supervisor Sam seconded.
7. Void Check #8094. Supervisor Craig moved that check number 8094 be voided. Supervisor Sam seconded.

C. Treasurer's Report.

1. Cash Control Report showed a checking account book balance of \$650,337.29. Treasurer April presented the Treasurer's report showing that balances of checking accounts as of September 30 were: Business \$666,492.93, Town Money Market \$529,265.93, and Road & Bridge \$12,839.95. Total balance of 8 CDs was \$136,666.73. Clerk Gordon noted that the large deposit and debits numbers in the checking account, the large deposits number in the money market account and the smaller number of CDs was the result of six CDs being redeemed at maturity with funds deposited in the checking account and subsequently transferred to the money market. He also noted that the remaining three CDs matured subsequent to October 31, the date of this report. Clerk Gordon also made note of the additional reports provided that show the activity and balances in the various accounts including some activity between October 31 and the date of this meeting. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
2. Receipt register for the past month totaled \$472,824.13 which included interest and principal deposits from matured CDs.

D. Claims, Payroll and Transfers of Funds.

1. Review & Approval of claims. Clerk Gordon presented claims totaling \$66,868.76 for payment. Supervisor Craig moved to approve the claim lists. Supervisor Sam seconded.
2. Approval of payroll register. The Payroll register showed net pay totaling \$4,121.77. Supervisor Craig moved the approval of the payroll register. Supervisor Sam seconded.

E. Fire Department Report. Supervisor Craig reported that there were 6 false alarms, no fires. There is also a new member, Matthew, to the fire department. There will be fire training in March.

F. Rescue Squad Report. Supervisor Craig reported that the rescue squad had 4 routing calls including 1 heavy lift.

G. County Commission Report. Commissioner Storlie reported that the Planning Commission Public Hearing at 4pm on Dec 13 will include the HRA Tofte development and a possible Shooting Range. She noted that there have been discussions between the county and the Forest Service regarding the poor condition of the Onion River Road. There is a free dinner on Veterans Day on Saturday. There is no new information on the Gitchi Gammi trail through Tofte and the Lutsen section is waiting for bridge struts, to be delivered in the spring, before paving can be done. There is a new shed for the Tofte recycling center. Commissioner Storlie requested that Tofte resume remote access for Tofte Board meetings via Zoom. Supervisor Craig noted that paving work on the Tofte Cemetery Road is linked to the paving work on the Lutsen section of the Gitchi Gammi trail and therefore will be delayed until next year. There was a brief discussion of the Tofte Park Road work noting that work will begin after July 4. There were also

comments about the Sawbill / Hwy 61 intersection. Commissioner Storlie noted that Cook County and the DOT need to work together for this and one of the guests noted that fixes to this intersection require changing it to a 90 degree intersection.

H. Citizen's Comments. None

I. Old Business.

1. Birch Grove Community Center.

- a. Liz Wagner reported on the Community Garden. The 20 raised beds are done. Supervisor Craig still needs to move in some soil. Fence will be built next spring. Dave Monson would like to take the dirt and rock that was removed from under the beds. That is ok with the board.
- b. Exercise / Daycare room & exercise equipment. All equipment has been cleared and the space is ready for the daycare. They will be repainting and doing some maintenance in the room.
- c. Sawtooth Mountain Clinic lease – table until next meeting

2. Park/Cemetery. No updates.

3. ARPA Covid spending plan. Supervisor Craig expects to have radios by January.

4. Credit Card application. New application will be made with North Shore Federal Credit Union as noted in resolution at item C.4.

5. Cemetery Road Construction. Pending work on Lutsen bike trail as noted above. LaBoda will be preparing the gravel road for winter.

6. Fire Tanker Truck insurance claim and repairs. Repair work is pending.

7. Tofte Park Road design. Commissioner Storlie said that Cook County is working on updating the plan.

8. Snow removal bids. Three bids were received. There was one bid for the Fire/Town Hall and Birch Grove snowplowing from Cooter's Auto Repair at \$110 per event for Birch Grove, \$60 for the Fire/Town Hall, \$45 for Tofte Park and \$25 for the Cemetery. Supervisor Craig move acceptance of the bid from Cooter's Auto Repair but with the deletion of the Tofte Cemetery plowing. Seconded by Supervisor Sam. There were two bids for the Gitchi Gammi trail snowplowing: \$575 per event from Superior Properties and \$525 per event from Lee Jahnke. Lee has done the work in the past. Supervisor Craig moved acceptance of the bid from Lee Janke. Seconded by Supervisor Sam. Supervisor Sam noted that Tofte's storage building on Sawbill Trail is plowed by the snowmobile club. Last year the snowplowing resulted in damage to the storage building.

9. Office/document cleanup. Nothing new.

J. New Business

1. 2024 Tofte Township Meeting Schedule. Clerk Gordon presented a draft meeting schedule for next year. Changes were made. Supervisor Craig moved adoption of the meeting schedule as changed. Supervisor Sam seconded. Revised meeting Schedule is attached.

2. Fire and Rescue pay for 2023. Clerk Gordon inquired about process for 2023 stipends for Fire and Rescue members. Rose Thorson and Kim Jahnke will be providing prior to December board meeting.

K. Next meeting date: December 17, 2023

L. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:29 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

**Tofte Township**  
**Resolution - November 9, 2023**  
**New Bank Account at North Shore Federal Credit Union**

WHEREAS, Tofte Township has need for a credit card to process online purchases and fuel purchases for fire and rescue vehicles, and

WHEREAS, North Shore Federal Credit Union, with a branch in Lutsen, MN, offers credit cards, and

WHEREAS, North Shore Federal Credit Union generally offers higher interest rates on deposits than Grand Marais State Bank,

THEREFORE BE IT RESOLVED that the Tofte Township Board of Supervisors approve the establishment of checking, savings, and credit card services at North Shore Federal Credit Union (NSFCU), and

BE IT FURTHER RESOLVED that Craig Horak (Chair), Sarah Somnis (Vice-Chair), Amanda Fredrick (Treasurer), and Gordon Engstrom (Clerk) be designated as signers on NSFCU deposit accounts with said individuals each having all powers related to those accounts, except that three signatures are required on checks and other orders to withdraw funds, and

BE IT FURTHER RESOLVED that two shared/secured credit cards be established from NSFC with a combined secured credit limit of \$10,000 and with Craig Horak (Chair), Sarah Somnis (Vice-Chair), Amanda Fredrick (Treasurer), Gordon Engstrom (Clerk), Richard Nelson (Fire Chief) and Kim Jahnke (Rescue Chief) being authorized users on both cards, and

BE IT FURTHER RESOLVED that a check in the amount of \$55,010.00 be written to establish said deposit and credit card accounts.

Adopted this 9<sup>th</sup> day of November, 2023 by unanimous vote of the Tofte Township Board of Supervisors.

Certified by

Gordon Engstrom, Tofte Township Clerk

date

## **Tofte Township**

### **2024 Calendar**

January 11 – Tofte Township Board

February 8 – Tofte Township Board

March 12 - Township Board Election

March 12 – Annual meeting, 8:01 pm - Board of Canvas

March 14 – Tofte Township Board

April 11 – Tofte Township Board

May 9 – Tofte Township Board

June 13 – Tofte Township Board

July 4 – Tofte Days

July 11 – Tofte Township Board

August 8 – Continuation of Tofte Township Annual Meeting 7pm & Tofte Township Board after

August 25, Sunday – Party in the Park

September 12– Tofte Township Board

October 10 – Tofte Township Board

November 14 – Tofte Township Board

December 12 – Tofte Township Board

Fire & EMS Meets 2<sup>nd</sup> and 4<sup>th</sup> Monday every month

**Tofte Town Board Meeting Minutes**  
**December 14, 2023**

Present: Supervisor Craig Horak, Supervisor Sarah Somnis, Treasurer April Fredrick, Clerk Gordon Engstrom, Rescue Chief Kim Jahnke, Commissioner Ginny Storlie. Absent: Supervisor Sam Crowley, Fire Chief Rich Nelson.

Supervisor Craig called the board meeting to order at 7:04 pm.

Unless otherwise stated, all actions have been approved by unanimous yea vote.

A. Approval of Agenda. Supervisor Craig moved to approve the agenda with one change in the order of items and addition of Pest Control under BGCC Old Business. Supervisor Sarah seconded.

H. County Commissioner Report (This item moved up from later in the agenda) Commissioner Ginny Storlie reported that Emergency Operation Plan was reviewed by Lake County and will come before the County Board at a later date. FEMA will be back to review the emergency plan sometime in 2025. A property tax abatement request for Papa Charlies was approved. Commissioner Storlie reviewed the County levy and budget. A 9% levy was proposed in August. In September it was reduced to 6.47%. At meeting in the past week a 3.5% cost of living increase and benefit increase were approved. It was recommended that some of the interest earned by the county be used for the COLA and capital improvements. Its looking like state money for the justice center may be less likely. The levy was reduced 5.16%. There is some money for capital improvements. The levy passed on a 3 to 2 vote. Chief Kim noted that it would be helpful if the county medical director had some contact with the township. Commissioner Storlie noted that some work may start this fall for the Birch Grove housing development.

B. Approval of Agenda. Supervisor Craig moved the approval of the agenda. Seconded by Supervisor Sarah.

C. Clerk's Report.

1. Approval of November p, 2023 Tofte Town Board regular meeting minutes. Supervisor Craig moved to approve the minutes for the meeting. Supervisor Sarah seconded.
2. Mail received.
  - a. Fire Relief Association 2024 audit guidelines changes. Notice states that the audit threshold has been raised to \$750,000 for audits. No impact on Tofte
  - b. NOAA Grant Collaboration. A request for participation in a NOAA Climate Resilience Regional Challenge grant submission was received. No action taken.
  - c. Birchgrove Health Department permit. Permit was received. Supervisor Craig will pass on to Supervisor Sam for posting.
  - d. Comments for Planning Commission Hearing – Dec 13. A notice of hearing related to housing development behind Birch Grove Community Center was received. Supervisor Craig sent a letter of support prior to the meeting.
  - e. Highway 61 Off-Premise Signe Permit renewed. For sign west of BGCC. Supervisors agreed to renew without changes.
  - f. Fire Relief Assoc MN SOS annual registration. Reminder to renew state registration was received. Supervisor Craig will act on this.

- g. Tofte road mileage update. A notice showing existing total of 0.39 miles of township roads and requesting updates, if any was received. There is no change.
  - h. Planning Commission Hearing January 10, 2024 – two parcels in Tofte. Clerk Gordon was asked to send letter of support for request for a Conditional Use Permit for John and Gail Thompson (PID 25-055-0110). Clerk Gordon was also asked to send a letter of support for re-zone from General Commercial to Single Family Residential for Pam Swenson (PID 25-029-1475) with condition that property owner remove vehicles and other personal property from adjacent Township property.
  - i. Planning Commission notices list. Request was received whether there were any changes to those to receive notices. None noted.
  - j. Cook County Surplus Equipment Auction. No interest in items on list except possibly for a water tank for the community garden.
  - k. Cook County Proposed Property Taxes. Birch Grove Community Center taxes to increase by 4.8% from \$1,124 to \$1,178.
3. Mary LeBerge required to be added to PERA. Clerk Gordon noted that the state has required this change in status for the senior lunch cook. The change is retroactive to 2022 and will require a require payment of back contributions. \$2,260.45 payment is included in Claims listing.
  4. Charles Schwab update. Clerk Gordon noted that setup and initial transfers have been completed for new Charles Schwab investment account. Details regarding transfers, CDs purchased and interest earned are included in Treasurers report.
  5. North Shore Federal Credit Union update. Clerk Gordon noted that the NSFCU accounts have been set up and all signatures obtained. The two credit cards were ordered recently and should be received by the end of the month.
  6. MATIT Workers' Compensation Audit. Clerk Gordon received confirmation on the numbers of firefighters and first responders who responded and were on call for 2023.
  7. W-2 and 1099 online reporting setup. Clerk Gordon reported that he has taken steps to comply with new online submission requirements for 2023 reporting.
  8. Void Checks - #7731 and #8013. First check was returned and second check has printing error. Moved by Supervisor Craig and seconded by Supervisor Sarah.

D. Treasurer's Report.

1. Cash Control Report showed a checking account book balance of \$663,673.54. Treasurer April presented a new Treasurer's report format that reflects the new investments at Charles Schwab and the North Shore Federal Credit Union. This report showed ending balances as follows:
 

a. Grand Marais State Bank checking account	\$663,673.54
b. Grand Marais State Bank money market account	\$120,476.50
c. Combined North Shore Federal Credit Union accounts	\$ 55,016.76
d. Charles Schwab cash and money market accounts	\$ 10,496.50
e. Charles Schwab bond and CD investments	\$545,902.18
f. Total cash and investments	\$1,395,565.48

  - g. Supervisor Craig moved to approve the treasurer's report. Supervisor Sarah seconded.
2. Receipt register for the past month totaled \$1,199,984.89 which transfer amounts totaling \$447,126.65 and bonds purchased of \$546,704.07.

- E. Claims, Payroll and Transfers of Funds.
  - 1. Review & Approval of claims. Clerk Gordon presented two claims listings totaling \$73,446.70 and \$1,276.90 for payment. Supervisor Craig moved to approve the claim lists. Supervisor Sarah seconded.
  - 2. Approval of payroll register. The Payroll register showed net pay totaling \$12,614.61, including annual payments to firefighters and first responders. Supervisor Craig moved the approval of the payroll register. Supervisor Sarah seconded.
  
- F. Fire Department Report. Chief Kim reported that there was 1 false alarms, no fires. Bluefin hosted an appreciation dinner.
  
- G. Rescue Squad Report. Chief Kim reported that the rescue squad had 4 medical calls during the month. The Cook County Ambulance Director reviewed Tofte's rescue equipment and was impressed. She will return to do some training. Chief Kim is ordering new totes. The Ambulance Director took old AD machine that we needed to get rid of.
  
- H. County Commission Report. Moved to earlier in agenda
  
- I. Citizen's Comments. None
  
- J. Old Business.
  - 1. Birch Grove Community Center.
    - a. Sawtooth Mountain Clinic lease – Supervisor Sarah is working on this.
    - b. Pest Control. Peter has been buying mousetraps and it was decided that Supervisor Craig will set up a contract for mouse and cluster fly control. Bill Delin with North Shore Pest Control was suggested.
  - 2. Park/Cemetery. Supervisor Craig noted a future maintenance item. A plastic water hose is deteriorating and leaking. It will need to be replaced. This will require a piping company.
  - 3. ARPA Covid spending plan. Invoice for radios was received and is included in claims listing. All radios were replaced. Cook County Fire Chief will set them up.
  - 4. Cemetery Road Construction. Laboda invoice was received and is included in claims listing.
  - 5. Fire Tanker Truck insurance claim and repairs. Supervisor Craig noted that the McKeever tank was not an appropriate size and would require too much welding work to modify for Tofte truck. New trucks are using plastic tanks that cost about \$22K. The cost is \$30K if optioned out for attaching ladders, etc. Supervisor Craig will work on insurance claim once amount is known.
  - 6. Tofte Park Road design. Still pending updated plan.
  - 7. Office/document cleanup. Treasurer April cleaned up the office. She is going to find out what other townships do for document retention. The State Historical Society can be asked to evaluate the value of Township record for retention there. She is also working on the website and setup for Zoom meetings.
  
- K. New Business
  - 1. Upcoming Audit / Budget Meeting. Meeting was added to schedule for March 7 at 7pm.

2. Preparation for Township elections. Elections will be on March 12 from 5pm to 8pm. Supervisor Craig Horak is up for re-election in March. Clerk Gordon Engstrom and Treasurer April Fredrick also need to be elected in March.

L. Next meeting date: January 11, 2024

M. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:25 pm. Seconded by Supervisor Sarah.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk