

Tofte Town Board Meeting Minutes
January 11, 2024

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

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

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

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

J.1.b. Supervisors decided to move agenda item J.1.b. relating to Community Garden – spring setup – forward in the agenda since Liz Wagner was on Zoom. Liz has sent rules and guidelines and a release form to each of the Supervisors. She would like to get things up soon for gardeners to sign up. Clerk Gordon asked to get these items from Liz also. Supervisor Sam suggested that a Facebook page for people to communicate about matter around that garden be created that would include a link to the Township website. Liz was asked to find a person to work with Treasurer April on creating a Community Garden Facebook page. Treasurer April will also work to set up a page on the Tofte website for individuals to submit their waiver form and purchase a garden plot. There are 20 plots laid out in 4 rows.

C. Clerk's Report.

1. Approval of December 14, 2023 Tofte Town Board regular meeting minutes. Supervisor Craig moved to approve the minutes for the meeting. Supervisor Sam seconded.
2. Mail received.
 - a. Conditional Use Permit for Temperance Trails Subdivision approved. This is the development behind the Community Center
 - b. Pro Hydro-Testing. This notice passed on to Fire Chief Rich.
 - c. Radar Speed Signs – Beaver Bay request. Clerk Gordon will send info.
 - d. Thompson Conditional Use Permit application was withdrawn
 - e. NOAA Grant Proposal Teams Meeting January 17, 9:30 am – Letter of support request. Supervisors to not plan to participate
 - f. Fire State Aid Forms Available. Clerk Gordon will complete and submit
 - g. Fire Relief Association Forms Available. Supervisor Craig will complete and submit
3. Bank accounts update. Clerk Gordon reported that the banking account changes are complete except that the credit union only sent one card instead of two. He will contact them to get the second card.
4. Void Checks - #8135 and #8129. One check was determined not to be needed and the other was paid via credit card and is included as a reimbursement in this month's claims listing.

D. Treasurer's Report.

1. Cash Control Report showed a checking account book balance of \$386,679.56. Treasurer April presented a Treasurer's report which showed ending balances as follows:
 - a. Grand Marais State Bank checking account \$386,679.56
 - b. Grand Marais State Bank money market account \$120,657.55

- c. Combined North Shore Federal Credit Union accounts \$ 55,056.89
 - d. Charles Schwab cash and money market accounts \$212,223.00
 - e. Charles Schwab bond and CD investments, at cost \$547,600.75
 - f. Total cash and investments \$1,322,217.75
 - g. It was noted that \$200,000 was transferred from the Grand Marais State Bank to Charles Schwab.
 - h. Supervisor San moved to approve the treasurer's report. Supervisor Craig seconded.
2. Receipt register for the past month totaled \$8,862.95.

E. Claims, Payroll and Transfers of Funds.

- 1. Review & Approval of claims. Clerk Gordon presented claims listings totaling \$6,719 for payment. It was noted that claim for NS Waste had a balance forward amount. Clerk Gordon will investigate. Supervisor Craig moved to approve the claim lists. Supervisor Sam seconded.
- 2. Approval of payroll register. The Payroll register showed net pay totaling \$4,054.76. Supervisor Craig moved the approval of the payroll register. Supervisor Sam seconded.

F. Fire Department Report. There was no report. Supervisor Craig noted that a man who works at Bluefin is working as an active fire fighter in Tofte, but is also a fire fighter in Finland where he resides. He will not be joining the Fire Relief Association because he is already part of the Association in Finland. Supervisor Sam also noted that recently a fire alarm from Bluefin occurred, but no one was found at front desk to monitor the alarm. Chief Rich will be asked to talk to Bluefin management about this incident.

G. Rescue Squad Report. There was no report from Chief Kim. Supervisor Craig report that there was a rescue of a man who fell into Cross River canyon at a point where it is 100 feet deep. The Lutsen Ropes Team had to be called in.

- 1. Exterior Lighting for EMS side of building. A request for upgrade to lighting was received. Supervisor Sam reported that is working on this and some other electrical items.

H. County Commission Report. The commissioner was not present.

I. Citizen's Comments. None

J. Old Business.

- 1. Birch Grove Community Center.
 - a. Sawtooth Mountain Clinic lease – Supervisor Sarah was not present.
 - b. Community Garden – spring setup. This item was moved to beginning of meeting.
 - c. Water Bottle Filling Station. This is a maintenance item. Clerk Gordon will order this for Peter to install
- 2. Park/Cemetery. No report.
- 3. Fire Tanker Truck insurance claim and repairs. Supervisor Sam moved the approval of a purchase order in the amount of \$30,750.99 with United Plastic Fabricating for the fabrication of a new plastic water tank. Supervisor Craig seconded.
- 4. Tofte Park Road design. There is no new information.
- 5. Office/document cleanup.

- a. Website audit. Treasurer April conducted an audit of the Tofte website. She plans to add a Zoom button for future meetings. She said that the back end of the website needs updates. The Township page needs to be shortened because it is too long and not well organized.
6. Upcoming Audit / Budget meeting. Nothing new at this time
7. Preparation for Township elections. Clerk Gordon announced that he and Treasurer April intent to apply for each other's positions in the upcoming election.

K. New Business

L. Next meeting date: February 8, 2024

M. Adjourn. Supervisor Craig moved to adjourn the meeting at 8:28 pm. Seconded by Supervisor Sam.

Respectfully submitted by Gordon Engstrom, Tofte Town Clerk

Tofte Town Board Meeting Minutes

February 8, 2024

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer April Fredrick, Deputy Clerk Sharon Hexum-Platzer, Commissioner Ginny Storlie via Zoom. **Absent:** Supervisor Sarah Somnis, Rescue Chief Kim Jahnke, Fire Chief Rich Nelson, Clerk Gordon Engstrom

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

B. **Agenda:** Supervisor Horak added Ice Rink lights to Old Business then motioned to approve the amended agenda. Supervisor Crowley seconded.

C. Clerk's Report:

1. Supervisor Horak motioned to approve January 11 meeting minutes. Supervisor Crowley seconded. Motion passed.
2. Mail received
 - a. Cook County Board of Equalization Meeting is for scheduled May 9 at 6 pm. A notice will be published.
 - b. MATIT Insurance Cards. Supervisor Horak will place cards in trucks. Also noted MATIT provided notice of renewal will be sent in June 2024 for the next year.
 - c. Public Hearing Decision Notice – Pam Swenson's application for changing property classification was approved.
3. Due to claim formatting issue claim numbers 4557 and 4564-4573 were voided; Check # 8175 was voided due to printing issue.

D. Treasurer's Report:

1. Cash Control Report showed a checking account book balance of \$527,711.95 Treasurer Fredrick presented a Treasurer's report which showed ending balances as follows:

a. Grand Marais State Bank checking account	\$407,853.07
b. Grand Marais State Bank money market account	\$120,872.75
c. Combined North Shore Federal Credit Union accounts	\$ 55,037.95
d. Charles Schwab cash and money market accounts	\$212,909.24
e. Charles Schwab bond and CD investments, at cost	<u>\$547,530.94</u>
f. Total cash and investments	\$1,331,945.30

 - g. Treasurer Fredrick noted that \$120,872.75 was transferred from the Money Market account to the Checking Account and closed on February 1 and will appear in February report.

Supervisor Horak moved to approve the treasurer's report. Supervisor Crowley seconded. Motion passed.

2. Receipt register was reviewed. Supervisor Horak motioned to approved and Supervisor Crowley seconded.
3. The Cash Control statement was signed and will be filed in February 8 folder.

E. Claims, Payroll:

1. Review & Approval of claims: Deputy Clerk Hexum-Platzer presented 16 claims totaling \$19,740.10 for payment. Supervisor Horak moved to approve the claims. Supervisor Crowley seconded. Motion passed.
2. Approval of payroll: Supervisor Horak motioned to approve the 6 payroll requests totaling \$5499.40. Supervisor Crowley seconded. Motion passed
3. The Claims Approval and the Payroll Approval documents were signed and will be filed in February 8 folder.

F. **Fire Department Report:** There was no report from Chief Nelson. There were 2 false alarms from Bluefin. Supervisor Horak said that the Fire Dept annual meeting was held in January. He again noted that Cory Wilde fire fighter from Finland will respond to Tofte calls as needed but will not be on Tofte Fire Department register since he cannot be in two departments per restrictions.

G. **Rescue Squad Report:** Chief Jahnke sent report via text. There were 6 rescue calls in January.

1. Supervisor Crowley noted that lighting and other electrical issues have been completed.

- H. **County Commission Report:** 1. Commissioner Storlie thanked Treasurer Frederick for providing the Zoom link and went on to thank the Tofte Fire Department for their response to the Lutsen Resort/Lodge fire on early morning of February 7. She asked how someone might help at fire incident with food etc. Supervisor Crowley added that trucks are supplied with water, energy bars, snacks. At this particular incident, Dana provided breakfast burritos and Clearview and Cascade Restaurant provided energy drinks, snacks, coffee and burgers.
2. Storlie also addressed Senior Lunch is going well and that Mary is providing fantastic food each Wednesday.
3. At County level, she reported Capital improvement topics include an abatement for the plans. The architect costs were not included in the total budget line so the County will be absorbing those costs separately.
4. Waste Management: The landfill in superior Wisconsin the County uses closes in 2026. Discussion is underway on next steps/future plans. Please consider responding to the survey at this link: https://umn.qualtrics.com/jfe/form/SV_6g404RHQ0EUUHAO Also a public meeting will be held at Birch Grove on February 27 at 5 p.m. Your response and input is encouraged.

I. **Citizen's Comments:** None

J. **Old Business:**

1. Birch Grove Community Center.
 - a. Sawtooth Mountain Clinic lease – Supervisor Sarah was not present so this is tabled.
 - b. Community Garden – Liz Wagner reported that 6 plots have been reserved. Northwood Food Project plans to do a presentation. Fences will be erected when ground allows installation.
 - c. Ice Rink Lighting: Schroeder Electric provided an estimate for changing lights to LED and on dimmer with a switch for hour long timers. Supervisor Horak motioned to approve this lighting plan. Supervisor Crowley seconded. Motion passed.
 - d. Water Bottle Filling Station. One has been added. A request for another will be addressed at the Annual meeting.
2. Park/Cemetery. Both sites checked. No issues reported.
3. Fire Tanker Truck insurance claim and repairs. The fabrication work on the fire tender truck is underway. Until engineering for truck work is complete, the insurance claim cannot be completed.
4. Tote Park Road design. There is no new information.
5. Office/document cleanup
 - a. Office has been organized. Map tubes will be ordered so those items can be removed. Discussion included painting, fire department boxed information to be moved, and recycling/trash to be cleared out.
6. Upcoming Audit / Budget meeting: March 7 at 7 p.m. has been scheduled. A Notice will be posted and published by February 20. Deputy Clerk Hexum-Platzer will send draft for April Fredrick's use.
7. Preparation for Township elections:
 - a. Supervisor Horak motioned to approved election judges MaryJane Higgins, Diane Norman, Tammy Rude with alternate Holly Schroeder. Supervisor Crowley seconded. Motion passed.
 - b. Clerk Engstrom has prepared the ballots. Absentee ballots can be requested by calling the Town Hall office or by coming to the Town Hall on the Saturday before- March 10 from 9 until 12:00.

K. **New Business:** Township Annual Meeting is March 12 at 8:01. Elections are from 5 until 8 p.m. Notices will be posted and published.

L. **Next meeting date:** March 14, 2024

M. **Adjourn.** Supervisor Horak moved to adjourn the meeting at 7:49 pm. Seconded by Supervisor Crowley. Motion carried.

Respectfully submitted by Sharon Hexum-Platzer Tofte Town Deputy Clerk

Tofte Township Board Meeting Minutes

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

- A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:04 PM.
- i. Supervisor Craig motioned to elect Supervisor Sam as Vice Chair and Park & Cemetery Liasson. Supervisor Sam seconded. Motion passed.
 - ii. Supervisor Sam motioned to elect Supervisor Craig as Chair and Birch Grove Community School Liasson. Supervisor Craig seconded. Motion passed.
 - iii. Supervisor Sam motioned to elect Supervisor Sarah Somnis as Fire & Rescue Liasson. Supervisor Craig seconded. Motion passed.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.

C. **Clerks Report:**

1. Supervisor Craig motioned to approve February 8 meeting minutes. Supervisor Sam seconded.
2. Mail Received:
 - i. Great Lakes Coastal Resiliency Study Public Meetings – noted meetings available for attendance.
 - ii. Cook County Climate Action – Representatives plan to make a statement at the April meeting.
 - iii. North Shore Pest Spruce Budworm Service – Supervisor Craig will call and confirm where the service will cover.
3. Property Insurance Values – Treasurer Gordon presented the warming house, pavilion, town hall, and community center’s appraised values do not correlate with their worth. Treasurer Gordon to call insurance to discuss.
4. Clerk & Treasurer Training – With the adjustment of roles, Treasurer Gordon and Clerk April are participating in Minnesota Association of Townships spring refresher course.
5. Transfers to NSFCU – Treasurer Gordon transferred funds to replenish the township’s accounts after the credit card payments. He also indicated the second credit card was on the way.

D. **Treasurer’s Report:**

1. Cash Control Report showed a checking account book balance of \$517,180.70. Treasurer Gordon presented the Treasurer’s Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: 412,141.05
 - ii. North Shore Federal Credit Union Combined Accounts: 49,532.67
 - iii. Charles Schwab Cash and MM Accounts: 214,890.22
 - iv. Charles Schwab Bond and CD Investments, at cost: 647,029.83
 - v. Total Cash and Investments: 1,324,126.23
 - vi. It was noted that 20,000.00 was transferred to North Shore Federal Credit Union and 100,000.00 to Charles Schwab.

- vii. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
2. Receipts register for the past month totaled \$12,110.77.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$34,886.86. It was noted that three other claims to be adjusted and approved before the next meeting. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$6,557.80. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.
3. Supervisor Sam suggested we reach out and confirm two rooms for two nights booked under the township for our July 4th vendors. Clerk April to reach out.
4. Treasurer Gordon noted an adjustment was made to balance the CTAS records of accounts. The bank balances match previous reporting, this adjustment was made in correction when the accounts were started within recordkeeping.
5. Supervisor Sam motioned to pay election judges \$30.00 an hour from here forward. Supervisor Craig seconded. Claims of payment for election judges were voided and new claims to be reported and approved for replacement.

F. **Fire Department Report:** Rescue Chief Kim had reported to Clerk April five false alarms. Supervisor Sam suggested looking for a new truck. Treasurer Gordon suggested selling what we don't need to help fund the impending new purchase. Damage sustained during the Lutsen fire assistance was significant to an engine, Supervisors Sam and Craig discussed possible replacement vehicles. Supervisor Sam motioned to appoint Richie Nelson as Fire Chief. Supervisor Craig seconded.

G. **Rescue Squad Report:** Rescue Chief Kim had reported to Clerk April two med calls. Supervisor Craig motioned to appoint Kim Jahnke as Rescue Chief. Supervisor Sam seconded.

H. **County Commissioner Report:** None – County Commissioner Ginny was absent and indicated she would have an update for the next meeting.

I. **Citizen's Comments:** None

J. **Old Business:**

1. *Birch Grove Community Center:*
 - i. Sawtooth Mountain Clinic Lease – Supervisor Sarah was not present. Supervisor Craig suggested Clerk April take over on this project and reach out with more information.
 - ii. Community Garden – Clerk April mentioned the upkeep maintenance costs may not be included from the donating foundation. Empty plots could be planted with herbs or flowers with intentions to sell strictly for upkeep costs. Supervisor Craig noted this would need to be managed by Tofte Community Gardens.
 - iii. Maintenance/Improvement Projects – Supervisor Sam and Supervisor Craig discussed getting measurements and quotes for the gym floor and carpet. New area rugs need to be ordered for the library and 1-2 room. The boy's bathroom urinals are up for

replacement as well. Barrels of acrylic paint from the tennis court has aged and needs to be disposed of. Peter to take care of that when time permits.

2. *Park/Cemetery:*
 - i. Maple Trees – Trees have been ordered; Supervisor Craig suggested a tree be dedicated to in memoriam of Kay Spielman. Each tree is \$1500 and a few are available to purchase. A citizen has requested to reserve a tree for his late wife. Supervisor Craig in contact for details. Clerk April to place a small announcement on the website.
 - ii. Erosion Control – No update.
3. *Fire Tanker Truck Insurance Claim & Repairs* – Supervisor Craig to check in with Tim Schliep to see where the claim is at.
4. *Tofte Park Road Improvement* – project postponed to 2025.
5. *Office/Document Cleanup* – Clerk April noted gentle improvements to be made when time permits.
6. *Audit/Budget/Annual Meeting Review:*
 - i. Budget Worksheet Adjustment – Treasurer Gordon noted an adjustment was made strictly for record keeping.
 - ii. Robert Dieter – Sawbill Village – April 11 Tofte Design Review Committee to proceed after the Township’s monthly meeting. Clerk April to prepare and post a notice for the upcoming special meeting.
7. *Township Elections Recap* – Election Judges were paid \$30.00 an hour for their services. Supervisor Sam won no contest with 16 votes. Clerk Gordon won Treasurer no contest with 16 votes. Treasurer April won Clerk no contest with 16 votes. Cook County Auditor’s Office reached out to confirm contact information and update results for records.

K. New Business:

1. July 4th - Discussions were held to nominate an event manager. Sarena Crowley has managed in the past and would be willing to part take again this year as event manager. In preparation there would need to be a road closure permit and liquor license applied for, update insurance and ensure it’s up to date, put in a beer order for potentially 16 kegs under the Fire Department. There would need to be vendor checks to see if they plan on making an appearance this year.

L. Next Meeting Date: April 11th 2024

M. Adjourned. Supervisor Craig moved to adjourn the meeting at 8:29 PM. Seconded by Supervisor Sam.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Supervisor Sarah Somnis Peter Knutsen Rescue Chief Kim Jahnke, Commissioner Ginny Storlie, Robert Dieter, Liz . **Absent:** Fire Chief Richie Nelson.

- A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:00 PM.

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

- B. **Agenda:** Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.

C. **Clerks Report:**

1. Supervisor Sam motioned to approve February 8 meeting minutes. Supervisor Craig seconded.
2. Mail Received:
 - i. Source Water Protection Competitive Grants – declined to participate at this time.
 - ii. b. DEED Grant Opportunity – Expand broadband access – declined to participate at this time.
 - iii. c. BWCAW Forest Plan Input Opportunity - declined to participate at this time.
 - iv. d. Public Hearing Notice – Shane Ryden – Meeting and application was withdrawn.
 - v. e. State of MN Court of Appeals Affidavit of Service – Noted Affidavit was in direct coordination with Taconite Harbor. If a ruling is heard, the board will be given an update at that time.
 - vi. f. VOID check #8230 Supervisor Craig motioned to approve. Supervisor Sam seconded.

D. **Treasurer's Report:**

1. Cash Control Report showed a checking account book balance of \$414,103.33. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:

i. Grand Marais State Bank Checking Account:	392,235.10
ii. North Shore Federal Credit Union Combined Accounts:	69,569.52
iii. Charles Schwab Cash and MM Accounts:	165,829.00
iv. Charles Schwab Bond and CD Investments, at cost:	<u>862,843.85</u>
v. Total Cash and Investments:	1,324,374.52
- vi. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam and Supervisor Sarah seconded.
2. Receipts register for the past month totaled \$40,609.89.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$23,151.24. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$5923.78. Supervisor Craig moved to approve the payroll register. Supervisor Sam and Supervisor Sarah seconded.

- F. **Fire Department Report:** Rescue Chief Kim had reported five (5) false alarms that came from Bluefin Bay. Rescue Chief Kim had noted Maydays are expected to take place in Lutsen.
- G. **Rescue Squad Report:** Rescue Chief Kim had reported two calls that came in.
- H. **County Commissioner Report:** County Commissioner Ginny noted the City's Rental Agreements has shifted to \$1000 and \$500. There has been a trash price-per-bag increase due to the current landfill closing and shifting to another facility. The county will plan to approve the fiscal calendar budget for April-December with up to but no more than 5-6% increase. The county will receive \$100,000 from a Water Concern Grant for well-testing of microplastics. County Commissioner Ginny noted the expansion of the Justice Center had started in 2022 but had missed a cutoff and the Bonding Committee will move to make a decision in 2024. Bonding funds haven't been released as the county is unsure if they have been awarded the funds however the county has acquired two (2) bids from architecture firms for the project. The county has chosen an architecture firm to complete the project should the bonding be granted. The vote passed 3-2, with two (2) no votes due to legislature concerns. The bonding would only fund 8 million of the expected 23-33 million dollar project.
- I. **Citizen's Comments:** None – Clerk April was requested by the Cook County Climate Action Plan committee to present at this time. The Climate Action Plan committee is looking for community support and has received verbal support from Schroeder and Lutsen to review an expected resolution with more details to come.
- J. **Old Business:**
1. *Birch Grove Community Center:*
 - i. Sawtooth Mountain Clinic Lease –Rent has increased to \$10.50 per square foot and will review the terms of the lease in two (2) calendar years. The draft Clerk April presented was approved by Supervisor Craig. Seconded by Supervisor Sarah.
 - ii. Community Garden – Liz noted new updates which would help construct a fence and discussed the tools the Garden Club is expected to need/use.
 - iii. Maintenance/Improvement Projects – Supervisor Sam and Supervisor Craig discussed getting measurements and quotes for the gym floor and carpet. New area rugs need to be ordered for the library and 1-2 room. The boy's bathroom urinals are up for replacement as well. Potential contractors are expected to be in communication to help with updates on an as-needed basis. Supervisor Craig noted to update the tool selection of our staff to better help the maintenance projects.
 2. *Park/Cemetery:*
 - i. Maple Trees –Supervisor Craig had noted a payment portal to be set up within the website for citizens who wish to purchase a memorial tree. Two trees will be dedicated to Tofte Township's previous clerks, including Kay Spielman and Barbara Jo Quade.
 - ii. Memorial – Supervisor Sam noted Greg Tofte to be in direct communication with any families of the deceased should they hold a memorial service.
 3. *Erosion Control:* No Update.
 4. *Fire Tanker Truck Insurance Claim & Repairs* – Supervisor Craig to check in with Tim Schliep to see where the claim is at.

5. *Property Insurance Values Update*: Treasurer Gordon to follow up with insurance company.
6. *Tofte Park Road Improvement* – project postponed to 2025.
7. *Office/Document Cleanup* – Clerk April noted general organization of the town hall will be undertaken with potential expectations of an upkeep report. Clerk April to become a Notary in jurisdiction with Township Law. She also reported the phone line had messages but was not an active line and will call Arrowhead to fix. Any old messages that were on the phone were either called back or addressed via email.

K. New Business:

1. *July 4th* - Discussions were held to ensure everything was working in a timely manner. Follow up on the Americ-Inn reservations as well as event insurance and road permits were noted to Clerk April.
2. *Fire Hall Roof* – Supervisor Craig mentioned there had been some concerns with shingles falling off due to wear and tear of weather events and old age that we seek out bids to re-do the roof.

L. Next Meeting Date: May 9th 2024

M. Adjourned. Supervisor Craig moved to adjourn the meeting at 8:43 PM. Seconded by Supervisor Sam and Sarah.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

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

- A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:00 PM.

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

- B. **Agenda:** Supervisor Craig moved to approve the agenda with stipulation to add Fire Equipment in New Business. Supervisor Sam seconded.

C. **Clerks Report:**

1. Supervisor Craig motioned to approve May 9 meeting minutes. Supervisor Sam seconded.
2. Mail Received:
 - i. Public Notice – Shane Ryden elected not to move forward with daycare permittance.
 - ii. G&G Septic reminder card – Clerk April to call and schedule service.
 - iii. Valuation Notice – Property Values have increased.
 - iv. Insurance – Received – Schroeder Project for potential blasting.
 - v. Void Check #8274 – Supervisor Craig motioned to approve. Supervisor Sam seconded.

D. **Treasurer’s Report:**

1. Cash Control Report showed a checking account book balance of \$389,984.90. Treasurer Gordon presented the Treasurer’s Report that showed ending balances as follows:

i. Grand Marais State Bank Checking Account:	391,456.94
ii. North Shore Federal Credit Union Combined Accounts:	69,582.71
iii. Charles Schwab Cash and MM Accounts:	415,112.63
iv. Charles Schwab Bond and CD Investments, at cost:	<u>864,140.67</u>
v. Total Cash and Investments:	1,323,398.67
- vi. Supervisor Craig moved to approve the treasurer’s report. Supervisor Sam seconded.
- vii. After some discussion, Supervisor Craig motioned to approved a Sinking Fund Transfer into Charles Schwab accounts. The transfer of \$10,000 for Fire, \$3,000 for Rescue, \$2,000 for Cemetery, and \$10,000 for Park. Supervisor Sarah Somnis Seconded.
2. Receipts register for the past month totaled \$10,305.07. Supervisor Craig motioned to approve the receipts register. Supervisor Sam seconded.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$69,689.04. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$5923.78. Supervisor Craig moved to approve the payroll register. Supervisor Sam and Supervisor Sarah seconded.

3. Organization Donation – Supervisor Craig motioned to approve the annual meeting budget request fulfillment of donations to Sugar Bush Trail Association, Superior Timberwolves Club, and Lutsen Junior Alpine Ski Club. Supervisor Sarah Somnis seconded.

F. **Fire Department Report:** Supervisor Craig reported firefighters have updated their CPR training.

G. **Rescue Squad Report:** Rescue Chief Kim had reported four calls that came in.

H. **County Commissioner Report:** County Commissioner Ginny discussed getting the Tofte Post Office pothole filled in. She reported the Lutsen cardboard collection semi-truck will stay there for the distant future. Gravel to be filled in the mud pits surrounding the semi on the road. Currently the plans for the Gitchee Gammie trail are in process with the engineering team. Plans are to finish by 2026. Commissioner Ginny also noted a variety of presenters showcasing helpful workshops to seniors during Senior Lunch.

I. **Citizen's Comments:** None.

J. **Old Business:**

1. *Birch Grove Community Center:*

i. Maintenance –

1. Carpets – Supervisor Craig noted he'd reach out to a few companies to either have them cleaned or replaced.
2. Gym Floor – Supervisor Craig mentioned he had reached out to two companies and are waiting to hear back.
3. Bathrooms – Supervisor Sam and Craig held a discussion where they had mentioned potential contractor(s) to take on the project.
4. Germ Management – A discussion was held and noted that the Community Center is regularly cleaned with appropriate germ fighting agents.
5. Kitchen/Stove – A discussion was held to find a contractor willing to replace & install a new appliance or repair if appropriate.

ii. Community Garden – Seven (7) fence posts have been installed, dirt delivery pending May 10th as well as woodchips. Steady progress is being made by volunteer efforts.

2. *Park/Cemetery:*

i. Maple Trees – One tree is left for dedication. Supervisor Craig motioned to order three (3) more trees for future purposes. Supervisor Sam seconded.

3. *Erosion Control:* No Update.

4. *Fire Tanker Truck Insurance Claim & Repairs* – Supervisor Craig to follow up with an update.

5. *Property Insurance Values Update:* Treasurer Gordon presented a resolution to adjust the insurance values. Supervisor Craig motioned to pass the resolution. Supervisor Sam seconded. Treasurer Gordon suggested adding "personal property" to the carried insurance policy. This suggests an inventory to be done of property items owned by the township.

K. *Office/Document Cleanup* – Clerk April noted the township has GIS Maps dating as soon as 2009. Reached out for updated maps. Clerk April recognized the township with approved enrollment in PSLF.

She noted that the phone line in the office no longer worked and would reach out to Arrowhead with a solution in place.

- L. *Fire Hall Roof* – Supervisor Craig and Supervisor Sam had been contacted about shingles falling off the Fire Hall and Town Hall roof. Two bids were presented, one bid was chosen. Motion to approve estimate from Supervisor Craig Horak, seconded by Supervisor Sam.
- M. *July 4* - Event Planner Sarena Crowley noted everything is currently on track and looking like it will be a success.
- N. **New Business:**
 - 1. *Apple Tree Donation* – Carolyn Dry offered the township 75 dwarf Honeycrisp trees. Treasurer Gordon agreed to manage this project and work with the Community Gardens as well as Birch Grove Community School to navigate. He mentioned there are two(2) birch trees that will need removal. Carolyn mentioned these trees will be as big as four(4) feet high and should NOT be fertilized.
 - 2. *Town Hall Water Testing & Maintenance* – The town hall has had signage reflecting unsafe drinking water. Project to commence in contacting Bluefin and testing centers for resolution.
 - 3. *Lutsen Fire Jaws* – Supervisor Craig noted Lutsen had upgraded their fire equipment and motioned to purchase their JAWS. Supervisor Sam seconded.
- O. **Next Meeting Date: June 20th 2024**
- P. **Adjourned.** Supervisor Craig moved to adjourn the meeting at 8:25 PM. Seconded by Supervisor Sam.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Rescue Chief Kim Jahnke, Peter Knutsen, Liz Wagner, Ellen Bogardus-Szymaniak. **Absent:** Fire Chief Richie Nelson, Commissioner Ginny Storlie, Supervisor Sarah Somnis.

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:08 PM.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda with stipulation to add Fire Equipment in New Business. Supervisor Sam seconded.

C. **Clerks Report:**

1. Supervisor Craig motioned to approve May 9 Local Board of Appeals meeting minutes. Supervisor Sam seconded.
2. Supervisor Sam motioned to Approve May 9 Regular Meeting Minutes. Supervisor Craig seconded.
3. Mail Received:
 - i. HOA Billboard & Temperance Trail Development – Tofte to write lease and work with Temperance Trail Development team.
 - ii. Zoar Church Picnic – Authorized to continue as planned, Clerk April notified Pastor of the township’s Annual Continuation Meeting.
 - iii. Public Hearing Notice Red Five LLC – No action needed.
 - iv. Public Hearing Notice – Bradley Foley & Judith Werner – No action needed.
 - v. Allie Grieger – Memorial Inquiry – Clerk April to discuss purchase terms. The Board noted those interested in purchasing a memorial maple are responsible for their own plaques.
 - vi. Void Check #8301 & Claim #4633, #4366 – Motioned by Supervisor Craig Horak. Seconded by Sam Crowley

D. **Treasurer’s Report:**

1. Cash Control Report showed a checking account book balance of \$318,540.28. Treasurer Gordon presented the Treasurer’s Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: 312,489.26
 - ii. North Shore Federal Credit Union Combined Accounts: 63,678.13
 - iii. Charles Schwab Cash and MM Accounts: 205,149.86
 - iv. Charles Schwab Bond and CD Investments, at cost: 901,190.50
 - v. Total Cash and Investments: 1,213,679.76
 - vi. Supervisor Craig moved to approve the treasurer’s report. Supervisor Sam seconded.
 - vii. Treasurer Gordon noted the bank balance decreased due to last month’s approval of savings investments made.

2. Receipts register for the past month totaled \$101,470.65. Supervisor Craig motioned to approve the receipts register. Supervisor Sam seconded.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$35,589.56. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$5,937.25. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.

F. **Fire Department Report:** Supervisor Craig noted Fire Chief Richie will split the fire fighter’s training bill with Schroeder.

G. **Rescue Squad Report:** Rescue Chief Kim noted the team responded to a mutual aid call in Lutsen on the county line with a pop-up camper. They also responded to lost hikers in Schroeder.

H. **County Commissioner Report:** None.

I. **Citizen’s Comments:**

1. Liz Wagner reported on the Community Gardens. It is now totally enclosed, 11 beds are rented, and they’re currently working on a compost area. Liz came to the Board to discuss a watering solution. Supervisors Craig and Sam discussed utilizing the green firefighters to practice filling and pumping water through the crowing season May - October. Supervisor Craig motioned to approve. Supervisor Sam seconded.
2. Carroll Peterson had sent an email requesting pickleball lines be painted on the new gym floor. This was brought to the board for consideration.
3. John Kramschuster stopped in during Clerk April’s office hours to discuss the damage the rain had done to his driveway rendering it completely unusable. His concerns were to discuss with the road engineers for the project in 2025 to reconsider their layout options. His comments were noted.

J. **Old Business:**

1. *Birch Grove Community Center:*
 - i. Maintenance –
 1. Bids for Projects: The Board motioned to host a Continuation Meeting on June 27th @ 7pm to discuss bids collected and project management.
2. *Park/Cemetery:*
 - i. Huggins Wedding 8/24 – This wedding was brought to The Board’s attention due to the Township’s annual event “Party in the Park”. Supervisor Craig noted as long as everything was cleaned up, the wedding can proceed with no hesitations.
3. *Erosion Control:*
 - i. Three culverts broke on the north side of the highway that are privately owned. Resolution 062420 was passed due to a labor need to fix the damage on highway 61. The damage was primarily located on Tofte Homestead Road. Supervisor Craig to remove culvert(s), put in class 5, and put in support to hold until paving is re-done.

4. *Fire Tanker Truck Insurance Claim & Repairs:*
 - i. Supervisor Craig to follow up with an update.
5. *Office Update:*
 - i. Clerk April had noted the Security Cameras went down due to a small malfunction. She had met with the maintenance company to determine the source of the issue.
6. July 4th: The Board ensured all permits, licenses, insurance, vendors, and accessories were prepped and ready to go.

K. New Business:

1. *Resolution 062420 – Conflict of Interest: Craig Horak, Board Chair.* This resolution was passed unanimously amongst the voting members of The Board. Since Supervisor Craig made the voting quorum but the resolution pertained to him, Treasurer Gordon and Clerk April both seconded the passing of this resolution. This resolution allows Supervisor Craig Horak to bill the township for any work related to the storm/flood damage done to/by the afflicted culverts.
2. *Birch Grove Community Center Leases*
 - i. Birch Grove Leases were renamed appropriately to the programs they host. From “Exercise Room” to Saplings, and “Office Space” to Seedlings. Birch Grove communicated that enrollment has stayed steady. The Board elected not to change the lease price at this time.

L. Next Meeting Date: June 27th 2024

M. END: Supervisor Craig moved to continue the meeting at 6/27/2024 held at Tofte Town Hall, 7240 Tofte Park Road, Tofte MN 55615. The meeting ended at 8:18pm. Seconded by Supervisor Sam.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Peter Knutsen. **Absent:** Fire Chief Richie Nelson, Commissioner Ginny Storlie, Supervisor Sarah Somnis.

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:00 PM.

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

B. **Agenda:**

1. **Birch Grove Community School Bids Gym Floor:**

i. **Mavo Systems** - \$11,440.00 – The Board voted to move forward with this contractor.

ii. **A-1 Abatement** – \$15,900.00

iii. **AbateTek Environmental Systems** - \$10,900.00

2. **Birch Grove Community School Flooring, Bathroom, Water Fountain, Kitchen/Stove:**

i. The remainder of projects are still collecting bids. In order to maintain fluidity of project management, The Board voted to move on doing one project at a time.

C. **Adjourned:** Supervisor Craig motioned to adjourn the meeting at 8:06 PM. Supervisor Sam seconded.

Tofte Township Board Meeting Minutes

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

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:04 PM.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda with stipulation to add Fire Equipment in New Business. Supervisor Sam seconded.

C. **Clerks Report:**

1. Supervisor Craig motioned to approve June 20 Regular meeting minutes with edits made to the next meeting date corrected to August 8 2024. Supervisor Sam seconded.
2. Supervisor Craig motioned to approve June 27 Continuation meeting minutes. Supervisor Sam seconded.
3. Mail Received:
 - i. Public Hearing Notice – Tofte General Commercial Approval notice was presented from the county.
 - ii. Advertisement – Sub Surface, Inc. could help manage culverts if needed. The board declined any available services.
 - iii. Minnesota Department of Health – Birch Grove Community Center Water Report. Supervisor Sam noted this report was posted and available at the community center.
 - iv. Bluefin Cove, Wedding Back-Up accommodation – Discussed under J. Old Business/Park & Cemetery.
 - v. USDA Forest Service – Tofte Landscape Projects Report noted any changes the Forest Service expects to implement with logging, any land given back from the state to local tribe(s), and Boundary Waters Canoe Area Wilderness Access Points.
 - vi. Void Check #8344, #8320 & Claim #4695– Motioned by Supervisor Sam, Seconded by Supervisor Craig.

D. **Treasurer's Report:**

1. Cash Control Report showed a checking account book balance of \$368,271.81. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: 341,951.04
 - ii. North Shore Federal Credit Union Combined Accounts: 70,730.73
 - iii. Charles Schwab Cash and MM Accounts: 205,149.86
 - iv. Charles Schwab Bond and CD Investments, at cost: 901,190.49
 - v. Total Cash and Investments: 1,313,872.26
 - vi. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.

2. Receipts register for the past month totaled \$81,772.12. Supervisor Craig motioned to approve the receipts register. Supervisor Sam seconded.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$38,926.19. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$5,321.50. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.

F. **Fire Department Report:**

- G. **Rescue Squad Report:** Rescue Chief Kim noted the team responded to seven (7) calls in total for the last month.

H. **County Commissioner Report:** None.

I. **Citizen's Comments:** None.

J. **Old Business:**

1. *Birch Grove Community Center:*
 - i. Maintenance –
 1. Project Discussion: The Board has discussed current projects and the progress that's being made on them. The Gym Floor will be installed before the end of the month – tentatively. Clerk April to meet with County Heating & Plumbing to discuss potential Gas issues and follow up with work to be completed within the kitchen. Clerk April to follow up with Jamar and contractors for bathroom availability.
2. *Park/Cemetery:*
 - i. The Board discussed lowering the Non-Resident Rental Rate to \$1000 for both the Town Hall and Town Park. Supervisor Craig motioned to approve the rate change. Supervisor Sam seconded.
3. *Erosion Control:* None.
4. *Fire Tanker Truck Insurance Claim & Repairs:* Supervisor Craig to follow up with an update.
5. *Office Update:*
 - i. Clerk April had noted the Security Cameras looked good and were running at full strength. Culvert Flooding was discussed to follow up with the County for any Relief reimbursements needed. Toft Township is to enter an agreement with Temperence Trails and collect rent after the billboard on the townships' previously owned property is surveyed. Clerk April to follow up with Surveyors and Legal assessment for the lease agreement. With the continual effort putting into updating Birch Grove Community Center, Town Hall, and Cemetery, Clerk April is to dedicate more time to the Township to accommodate growing needs.
6. July 4th: The board discussed what went well and what we could have done better. Citizen of the Year parade float to be coordinated before the event. More wrist bands were needed,

upwards of 1000-1500. Clerk April discussed Visit Cook County's 1% Grant requirements, including monitoring attendance.

K. New Business:

1. *Party in the Park* – Clerk April to Plan and contact vendors. Supervisor Sam to reach out and confirm South Paws Band for the event.
2. *Closed Meeting*: Supervisor Sam motioned to close the meeting at 8:46PM. Supervisor Craig seconded.
3. *Re-Open Meeting*: Supervisor Sam motioned to open the meeting at 8:55 PM. Supervisor Craig Seconded. The board motioned to increase pay rates for all employees to a standard \$25/hr with exception of the clerk position to be increased to \$30/hr. The board thanked all staff for their continued effort put towards the township.

L. Next Meeting Date: August 08 2024

M. Adjourn: Supervisor Craig moved to end the meeting ended at 9:00 pm. Seconded by Supervisor Sam.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Rescue Chief Kim Jahnke, Peter Knutsen, Diane Blanchette, Commissioner Ginny Storlie **Absent:** Fire Chief Richie Nelson

- A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:00 PM.

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

- B. **Agenda:** Supervisor Craig moved to approve the agenda with stipulation to present J.2 first & H second due to audience in attendance.

- C. **J. 2. Birch Grove Community Center:**

1. **Project Discussion:**

- i. **Flooring Update for Gym – Floor Painting:** The Board discussed adding a Dividing Line potentially Pickleball and Basketball lines on the newly renovated Gym Floor. Clerk April found two contractors willing to place a bid on the project. With consideration of the flooring’s warranty, the Board voted to use painter’s tape for any lines in the Gym. Supervisor Sam suggested purchasing a tool to help lay tape in a quicker and measured fashion.
- ii. **Flooring Projects –** Clerk April presented an estimate for removal and installation of tile similar to the Gym Floor. The bids discussed would have amounted to \$120,000 as a start. The Board discussed starting the flooring project(s) K1, 2-3, 4-5, & Hallway to June of 2025 and to look at Carpet Tile bids instead. Clerk April to find new bids.
- iii. **Concrete Repair –** Community Center Entryway has a few cracks that need to be repaired. Tripping concerns were brought to the Board. Peter to fix when time permits. No other areas were identified for maintenance at this time.
- iv. **Kitchen Updates –** Northland Fire & Safety conducted a report that identified the Junction Box needs to be relocated from its current position. Clerk April to collect bids. Kitchen Stove(s) needed maintenance to work correctly. Upon further inspection, the electric stove was no longer in use by kitchen staff and inhibited the gas stove from working in its full capacity. The electric stove is to be removed by Supervisor Craig and Peter. After discussing kitchen needs with staff and Contractors, Clerk April identified & reviewed kitchen cleaning procedures. Updates to follow.
- v. **With Consideration of Annual Budget 2025 + Grants –** Diane Blanchette discussed needs to adapt the community center for daycare requirements. This included installation of a new toilet in the Seedlings & Saplings room. Her price estimate would be \$30,000 for one toilet without appropriate bathroom requirements. Diane discussed applying for a grant but the township can expect to participate financially in these projects. Clerk April to follow up with Contractors while in discussion of the Water Fountain installation and

Bathroom projects. The Boys Bathroom will proceed with fixing the current shower, fix the shower floor lip in the south west end of the building, install a lower urinal and fix what is possible.

2. **H – County Commissioner’s Report:** County Commissioner Ginny Storlie thanked Craig Horak for the work he did on the broken Culvert in the month previous. Commissioner Stolie asked to bring in a Hydrologist to help adjust the storm drain for the future. Supervisor Craig discussed options for the owner to consider such as install a 10x10 box culvert or put in a permanent bridge. Owners leaned towards the bridge option. In coordination with MNDOT’s Road Project, just below the property line will be in consideration for repair next year. Commissioner Storlie presented other entities that were affected by the storm such as Sugar Loaf Road down to the County Line, local property owner’s driveways, and Schroeder Road. Flood Damage from Mike Keyport to reach out with an online form due within 60 days of the event. It was estimated \$500,000 of damages were reported within the county. Commissioner Storlie also reported on Chapter 342 – the Legalization of Cannabis. A Town Hall meeting will be hosted Monday August 12 from 4:30pm -6pm with Zoom options available to review public questions and hold space for opinions to consider ordinances. Chapter 342 to be enacted starting January 1 2025 with the county to be prepared by then. Commissioner Storlie had noted these laws to act in accordance with current drinking and smoking laws within the county. Supervisor Craig had inquired about the Park Road project’s anticipated start date & expressed that it must conform around Tofte’s 4th of July Celebration.

D. Clerks Report:

1. Clerk April had informed the Board that Supervisor Sarah Somnis has resigned within her position. The Board to search for another community member to serve on the Board and have someone in attendance by the next meeting.
2. Supervisor Craig motioned to approve July 11 Regular meeting minutes. Supervisor Sam seconded.
3. Mail Received:
 - i. Public Hearing Notice – Bradley Foley & Judith Werner
 - ii. District 10 Meeting Notice & Election.
 - iii. Bluefin Liquor Licenses were Motioned by Supervisor Craig, Seconded by Supervisor Sam, to support a letter and send into the county.
 - iv. Void Check #8363, #8362 Motioned by Supervisor Sam, Seconded by Supervisor Craig.

E. Treasurer’s Report:

1. Cash Control Report showed a checking account book balance of \$364,058.11. Treasurer Gordon presented the Treasurer’s Report that showed ending balances as follows:

i. Grand Marais State Bank Checking Account:	354,344.03
ii. North Shore Federal Credit Union Combined Accounts:	70,230.75
iii. Charles Schwab Cash and MM Accounts:	213,668.32
iv. Charles Schwab Bond and CD Investments, at cost:	<u>907,213.99</u>
v. Total Cash and Investments:	1,331,788.77

- vi. Treasurer Gordon noted two bonds were called with the interest rates decreasing. He reinvested funds by purchasing new bonds. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
- 2. Receipts register for the past month totaled \$54,554.56. Supervisor Craig motioned to approve the receipts register. Supervisor Sam seconded.

F. **Claims, Payroll, and Transfers of Funds:**

- 1. Review and Approval of claims. Clerk April presented claims listings totaling \$39,503.94. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
- 2. Approval of payroll register – The payroll register showed net pay totaling \$5,657.95. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.

G. **Fire Department Report:** Rescue Chief Kim announced one (1) false alarm over the past month.

H. **Rescue Squad Report:** Rescue Chief Kim noted the team responded to thirteen (13) calls in total for the last month. Rescue Chief Kim had responded to eight (8) calls alone. There were a few mutual aid calls with no serious injuries to report. Rescue Chief Kim had mentioned a new EMS class to start in October. All those interested are encouraged to attend.

I. **Citizen's Comments:** None.

J. **Old Business:**

- 1. *Park/Cemetery:*
 - i. Supervisor Sam noted an application needed for the cemetery. A new burial will be expected within August. Clerk April reported on current upkeep for the cemetery to include planning a meeting, reaching out to cemetery board members, and adjust the current by-laws. Organization to follow when time permits.
- 2. *Erosion Control:* Cemetery Road to have a new addition of a bridge and getting paved in the 2025 Park Road project. Pump Pipe to be inspected within the next year; on hold for now.
- 3. *Fire Tanker Truck Insurance Claim & Repairs:* Supervisor Craig to follow up with an update. Supervisor Sam discussed purchasing a new truck that's already built and outfitted. The Board discussed it's hopes for a used vehicle instead of a new vehicle.
- 4. *Office Update:*
 - i. Survey & Lease for Temperence Trails – Update & Discussion: Clerk April presented to the Board previous emails and understandings of the property the Township used to own. The billboard the Township earns revenue on has been included within the sale to the HOA/ Temperence Trails. The Board discussed its goals to keep the revenue. Clerk April to move forward with involved parties to make that happen.
 - ii. Firewall Updates to Website – Clerk April had discussed an increase attack rate on the Township's Firewall that protects the website. Options presented included purchasing a higher rated firewall or dismantle the Community Garden's Point of Purchase until Spring of 2025. The Board voted to take down the Store Front for now and monitor attack rates.

5. Party in the Park – Clerk April presented expected costs and plans for August 25th. Between Supervisor Sam and Supervisor Craig, Coolers and Lawn Games will be available.

K. New Business:

1. *QuickBooks Resolution* – Treasurer Gordon presented to the Board a resolution to be passed to transition the Township’s current accounting program Small City and Town Accounting System (CTAS) into QuickBooks. Supervisor Craig motioned to switch the Township over by the beginning of Quarter Four (4)/October but no later than January 1 2025. Supervisor Sam seconded.
2. *Cooperative Purchasing Venture Enrollment* – Treasurer Gordon noted a potential purchasing discount program through government contractors would provide a beneficial membership for the Township’s needs. Supervisor Craig motioned the enrollment. Supervisor Sam seconded.

L. Next Meeting Date: August 08 2024

- M. Adjourn:** Supervisor Craig moved to end the meeting ended at 8:58 pm. Seconded by Supervisor Sam.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

Tofte Township Board Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Peter Knutsen, **Absent:** Fire Chief Richie Nelson, Commissioner Ginny Storlie, Rescue Chief Kim Jahnke

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:08 PM.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda. Supervisor Sam seconded.

C. **Clerk's Report:**

1. Supervisor Craig motioned to approve August 08 Regular Meeting Minutes. Supervisor Sam seconded.
2. Supervisor Craig motioned to approve August 20th Special Meeting Minutes. Supervisor Sam seconded.
3. Mail Received –
 - i. Tofte Bottle Shop Liquor License Renewal motioned for approval by Supervisor Craig. Seconded by Supervisor Sam.
 - ii. Tofte Holiday Liquor License Renewal motioned for approval by Supervisor Craig. Supervisor Sam Seconded.
 - iii. North Shore Health inquired about renting the town hall for an open meeting regarding the community's health needs. Supervisors Sam & Craig noted no rental fees were to be administered.
 - iv. Representatives from Circle K inquired about sign replacement restrictions. Supervisors noted the new sign cannot be bigger or brighter than the sign that is currently in place.
 - v. Tofte Forest Supervisor mailed a Landscape Project Update.
 - vi. Cook County sent in a Public Hearing Notice regarding Temperance Trails.
 - vii. Tofte Township was provided & informed all eligible employees of the current Open-Enrollment Period.

D. **Treasurer's Report:**

1. Cash Control Report showed a checking account book balance of \$365,143.73. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:

i.	Grand Marais State Bank Checking Account:	330,487.23
ii.	North Shore Federal Credit Union Combined Accounts:	68,338.53
iii.	Charles Schwab Cash and MM Accounts:	217,917.85
iv.	Charles Schwab Bond and CD Investments, at cost:	<u>910,488.12</u>
v.	Total Cash and Investments:	1,309,313.88
- vi. Treasurer Gordon noted six bonds were called with the interest rates decreasing. He reinvested funds by purchasing new bonds. Supervisor Craig moved to approve the treasurer's report. Supervisor Sam seconded.
2. Receipts register for the past month totaled \$16,802.69. Supervisor Craig motioned to approve the receipts register. Supervisor Sam seconded.

E. **Claims, Payroll, and Transfers of Funds:**

1. Review and Approval of claims. Clerk April presented claims listings totaling \$12,227.19. Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded.
2. Approval of payroll register – The payroll register showed net pay totaling \$8,309.70. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded.

F. **Fire Department Report:** Tofte responded to the Taconite Harbor Fire and one (1) gas leak in Schroeder. Tofte also responded to a serious vehicle accident as well as one (1) false alarm.

G. **Rescue Squad Report:** Tofte responded to eight (8) med calls as well as a Mutual Aid call in Schroeder.

H. **County Commissioner's Report:** None.

I. **Citizen's Comments:** Carroll Peterson responded as a representative for the West-End Pickleball Club to discuss painting the new gym floor. After a discussion was held with the Board, Pickleball tape will be available to tape the gym floor.

J. **Birch Grove Community Center:**

1. **Maintenance:**

- i. **Flooring Project** – Supervisor Craig made a motion to approve Contract Tile's bid with a budget allowance of \$58,000 - \$63,000. Supervisor Sam seconded.
- ii. **Water Fountain & Junction Box** – Supervisor Craig motioned to approve Jamar's Bid with a budget allowance of up to \$2,000. Supervisor Sam seconded. Supervisor Craig motioned to approve LumoCity's bid of \$2995. Supervisor Sam seconded.
- iii. **Kitchen Updates** – Clerk April identified cleaning responsibilities to be addressed. Supervisor Craig to look into. Oven has been in the works of being fixed.
- iv. **Fire Alarm Replacement** – Supervisor Craig motioned to approve Northland Fire & Saftey to replace the Fire Alarm system in Birch Grove. Supervisor Sam Seconded.
- v. **Broken Window** – Supervisor Craig motioned to approve Glass Guru's Bid of \$849.
- vi. **Plumbing** – Outlaw plumbing to extend an estimate soon. It was noted that the sinks within classrooms and clinic should be hooked up to hot water. Supervisor Craig motioned to approve reaching out to engineering plans for the project. Supervisor Sam seconded.
- vii. **Picnic Tables** – Peter Knudsen discussed the picnic tables at Birch Grove and considered replacement needs in the future.

K. **Old Business:**

1. *Park/Cemetery:*
 - i. Special Meeting planned for September 24th. Meeting is set to review cemetery guidelines and updates.

2. *Erosion Control*: Update from the County Engineer to follow when more information is available.
3. *Fire Tanker Truck Insurance Claim & Repairs*: Supervisor Craig discussed looking for new bids and obtaining them by the October 10 meeting.
4. *Office Update*:
 - i. Survey & Lease for Temperence Trails – A discussion was held to confirm goals of the Township & allowances within the lease(s). Clerk April to follow up with attorney.
 - ii. Website: The township discussed firewall updates. No action was pursued at this time.
 - iii. Town Hall Wall Moving Bid – Supervisor Craig motioned to approve Tradesman Home Improvement. Supervisor Sam seconded.
 - iv. Town Hall Water – Reports were run on the water quality, came back safe to drink. The Township was advised to run the water for a minute before consuming.
5. Party in the Park Review – Overall success. Supervisor Sam had requested power to be run in the pavilion for ease in future events. Supervisor Craig seconded.

L. New Business:

1. *VOTER Resolution* – Tofte Township passed the VOTER resolution to have Cook County administer elections. Supervisor Craig motioned to approve the resolution. Supervisor Sam seconded. DOUBLE CHECK WITH BRAIDY.
2. Snowplowing bids for the Township will be advertised and accepted in the next meeting.

M. Next Meeting Date: October 10 2024

N. Adjourn: Supervisor Sam moved to end the meeting ended at 9:36 pm. Seconded by Supervisor Craig.

Respectfully Submitted,

April Fredrick

Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

7:01 PM

AGENDA

Tofte Township Board Meeting

October 10, 2024

7 pm

- A. Call to Order 7:01 Ch
- B. Approval of Agenda CH, SC
- C. Clerk
 - 1. Approval of September 12 Regular Meeting Minutes
 - 2. Mail received
 - a. 75 Tofte Homestead Rd – Direct to Cook County Permitting, occupancy records held by the county
 - b. Relief Association Reports – Online submission, working with lawyers atm
 - c. FEMA Update – 2D based engineering, watershed planning, flood risk
- D. Treasurer
 - 1. Cash Control Statement and Treasurer’s monthly report – Officially switched to QB, Cash control on CTAS, unrelated, investment report is now portrait and now is stacked. CH, SC
 - 2. Review of receipts for month - CHANGE
- E. Claims, Payroll and Transfer of Funds – TRANSACTION REPORT
 - 1. Review & Approval of claims for the month, CH SC
 - 2. Payroll – approval of regular payroll \$5437.25 – Payroll can go ahead and pay payroll without prior approval, but can do an end of month pay date on, Fire meeting to enroll everyone in direct deposit for fire fighters end of year, check stubs and W2 – CH, SC
- F. Fire Department Report – Mutual aid Moose Mountain, two vehicle, brush fire @ Lutsen resort and false alarm
- G. Rescue Squad Report – 11 calls, 9 solo, 2 DOA, Life light, called Lutsen for mutual aid, put ads in the paper for members, Website addition & outreach – pay per call and pay them more, get local businesses to give gas cards or something similar to get help. Sign on bonus, more for everybody, decision made, Rodne Young donated \$300, Put an ad in the newspaper keep your file of life on the refrigerator – Color block, run it for a month, members wanted, info of updates potentially,
- H. County Commissioner - None
- I. Citizens Comments - None
- J. Old Business
 - 1. Birch Grove Community Center
 - a. Maintenance
 - i. October 17 - Water Fountain, Exit Sign Replacement, Fire Alarm Replacement, Junction Box – heat registers needed for gym floor
 - ii. State Fire Inspection Report Review, craig to call HVAC, Duct & Vent Cleaners, call dispatch to let them know 387.3030.
 - 2. Park /Cemetery
 - a. Review Proposed Changes, Park Bids – Boy Scouts of America, leveled headstones, fixed up the cemetery, work a deal with Diane to get the hostel for a weekend to host them. Sewer sand works best, Peter would be willing to work in the Cemetery with additional help, cleaning, leveling, bristle brushes to wash Lichen, Policy approval SC, CH --- KGM

contractors Next Wednesday, Cemetery Road will be paved, 15k bid due, washed out road and paving, extra paving for \$2k, Laboda Grading,

3. Erosion Control REMOVE
4. Fire Tanker Truck Insurance Claim and Repairs – 2/5yrs old, used truck, 4 door, in process of looking for a new truck, box like Lutsen's, 60" cabbed axel, considering selling the other truck selling outright, repack all of the trucks, Craig to call Tim Norman
5. Office Update – Billboard Lease
6. Snowplow Bids – Cooters to do Town Hall, Fire Hall, and BG. Lee to Bike Trail – SC to motion, Town Hall Fire Hall, Community Center, Lee Jahnke Bike Trail, CH seconded

K. New Business

1. LUP Resolution – CH, SC
2. Garden Club Donation Request & New proposition – Email Lisa Hemp to see what support would look like for spring of 2025.
3. Storage Building Painting Bid (ACCEPTED, CH, SC)& Electric Bids (CH, SC)
4. Vice Chair Appointment – 9/12

L. Next Meeting November 14 2024 9:09PM

M. Adjourn

Tofte Township

November 14, 2024

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Clerk April Fredrick, Peter Knutsen, Rescue Chief Kim Jahnke, Commissioner Ginny Storlie, Teresa Schmidt **Absent:** Fire Chief Richie Nelson

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:01 PM.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda with an addendum for Birch Grove Ovens. Supervisor Sam seconded. **Clerk's Report:**

1. Supervisor Craig motioned to approve September 12th Regular Meeting Minutes. Supervisor Sam seconded. All ayes. Motion carried.
2. Supervisor Craig motioned to approve the Special Town Board Meeting Minutes. Supervisor Sam Crowley seconded. All ayes. Motion carried.
3. Mail Received –
 - a. Cook County Renew Property Tax Exemption was reviewed.
 - b. Cooperative Purchasing Agreement was signed.
 - c. USDA Gravel Expansion Project was reviewed.
 - d. The Planning Commission Notice was reviewed.
 - e. Checks #8395 and #8421 were voided. Supervisor Sam motioned to approve voiding the checks. Supervisor Craig seconded. All ayes. Motion Carried.

D. **Treasurer's Report:**

1. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: \$285,744.17
 - ii. North Shore Federal Credit Union Combined Accounts: \$53,182.60
 - iii. Charles Schwab Cash and MM Accounts: \$186,657.15
 - iv. Charles Schwab Bond and CD Investments, at cost: \$732,908.50
 - v. Total Cash and Investments: \$1,298,742.38
 - vi. Treasurer Gordon highlighted the Jamar quote held for payment in questioning project terms and conditions.
2. Receipts registered for the past month totaled \$6,169.61. Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Sam seconded. All ayes. Motion carried.

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

1. Review and approval of Unpaid Bills. Clerk April presented claims listings totaling \$54,950.83. Supervisor Sam moved to approve the claims lists. Supervisor Craig seconded.

All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling \$9,978.75. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.

F. Fire Department Report: Tofte responded to one (1) call, one (1) mutual aid, and discussed improvements.

G. Rescue Squad Report: Tofte responded to six (6) med calls and attended a training.

H. County Commissioner's Report: Commissioner Ginnie Storlie discussed staff changes at the County and

identified the replacement process for the affected positions. Commissioner Ginnie communicated the

County's Levy was set at 9.81% with a projected change to 5% or 6%. Commissioner Ginnie also noted the

County is hoping to receive bids to award the current road project(s) by December.

I. Citizen's Comments: None.

J. Birch Grove Community Center:

1. Maintenance:

- a. State Fire Inspection Report Review & BG Door Replacement - The Board discussed the Report and identified outstanding projects that may require attention. The Board noted the majority of these projects are completed with expectations of being completed before December. Supervisor Craig motioned to approve BG Door Replacement Bid at \$4289. Supervisor Sam seconded the motion. All Ayes. Motion carried.
- b. Camera DVR Replacement - A request was brought to the Board to extend security measures at Birch Grove. Supervisor Craig motioned to upgrade the camera DVR equipment and approve Sundew's proposal. Supervisor Sam seconded the motion. All ayes. Motion carried.
- c. BG Gym Ceiling Water Leak - The Board discussed planning a replacement for Birch Grove Community Center's ceiling next Summer.
- d. BG Ovens: The Board communicated issues previously discussed with the Ovens did not go as planned. The contractor suggested budgeting for new equipment if the next phase of repair is not successful.

K. Old Business:

1. Park/Cemetery:

- I. The Board discussed necessary improvements due to inclement weather. Supervisor Craig motioned to establish a Town - Only Brush Pile. Supervisor Sam seconded. All ayes. Motion carried.

2. Erosion Control: Nothing to report.

3. Fire Tanker Truck Insurance Claim & Repairs: Supervisor Craig to discuss at the following Fire Meeting.

3. Office Update: Clerk April discussed the Billboard Lease with the Board. Lease was sent to involved

parties for review.

L.

1. Fire Resolution - Resolution 11142024 was motioned to approve by Supervisor Craig. Supervisor Sam seconded the motion. All ayes. Motion carried.
2. Appointment of Deputy Clerk - Supervisor Craig motioned to appoint Genevive Hirschboeck as Deputy Clerk. Supervisor Sam seconded the motion. All ayes. Motion carried.
3. Organization Option B - Supervisor Craig motioned to put Option B on the ballot. Supervisor Sam seconded the motion. All ayes. Motion carried.

M. Next Meeting Date: December 12 2024

N. **Adjourn:** Supervisor Sam moved to end the meeting at 8:42 pm. Seconded by Supervisor Craig.

Respectfully Submitted,
April Fredrick
Tofte Town Clerk



Craig Horak
Chair Supervisor



Samuel Crowley
Vice Chair Supervisor

Tofte Township

December 12, 2024

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom, Deputy Clerk Genevieve Hirschboeck, Peter Knutsen, Rescue Chief Kim Jahnke, Teresa Schmidt, Liz Wagner

Phone: Clerk April Fredrick **Absent:** Fire Chief Richie Nelson

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:05 PM.

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

B. **Agenda:** Supervisor Craig moved to approve the agenda. Supervisor Sam seconded. All ayes. Motion carried.

Supervisor Craig moved to approve Teresa Schmidt as interim Board Supervisor. Supervisor Sam seconded. All ayes. Motion carried.

Teresa Schmidt took oath of office.

C. Clerk's Report:

1. Supervisor Craig motioned to approve November 14th Regular Meeting Minutes. Supervisor Sam seconded. All ayes. Motion carried.
2. Mail Received –
 - a. Public Hearing Notice – Temperance Trails
 - b. MN Department of Health License for Birch Grove
 - c. Cook County Proposed 2025 taxes – 9 Good Neighbor Hill
3. The Off Premises Permit for the billboard was submitted.
4. Checks #8399 and #8442 were voided. Supervisor Sam motioned to approve voiding the checks. Supervisor Craig seconded. All ayes. Motion Carried.
5. Resolution updating bank signers. Supervisor Craig motioned to approve the resolution 12122024. Supervisor Sam seconded. All ayes. Motion Carried.

D. Treasurer's Report:

1. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: **\$298,025.72**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$68,523.54**
 - iii. Charles Schwab Cash and MM Accounts: **\$189,883.10**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$731,562.17**
 - v. Total Cash and Investments: **\$1,286,110.91**
2. Receipts registered for the past month totaled **\$69,802.02**. Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Sam seconded. All ayes. Motion carried.

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$33,037.62**. Supervisor Sam moved to approve the claims lists. Supervisor Craig seconded. All ayes. Motion carried.
2. Approval of payroll register – The payroll register showed gross pay totaling **\$7,640.90**. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.
3. Approval of annual firefighter payroll– The annual payroll register showed gross pay totaling **\$13,080.25**. Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.

F. Fire Department Report: 3 calls trees on lines, 1 house fire alarm, 2 auto fire calls

G. Rescue Squad Report: 4 calls. EMS Conference Jan 15-19. Township will pay for training and hotel.

H. County Commissioner’s Report: None.

I. Citizen’s Comments:

Tofte Park- Email received from a citizen concerned about memorial trees and benches in Tofte Park. No more benches are available. Tofte Township is not soliciting sales of memorial trees, but if someone requests a memorial plaque, they are available. The goal is to line the road with flame Maples to replace the dying spruce.

Community Garden- Liz Wagner gave an update on the community garden at Birch Grove. The first year was a success. 11 out of the 20 beds were used for produce. Plots will be available again in 2025. The website is not currently set up to collect payments for plot purchases. Liz will connect with the new Deputy Clerk about getting the website updated. The national honor society helped with composting. Gravel will be added to prevent rodents. The hose was disconnected from the warming house for the winter, however the hose in the culvert will remain. Additional advertising could be with a banner on the fence, a newspaper ad and posting on the Grand Marais Sell and Swap page.

J. Birch Grove Community Center:

1. Maintenance:

- a. The water fountain, exit sign replacement, fire alarm replacement and junction box have all been completed.
- b. State Fire Inspection Report Review & BG Door Replacement – The only remaining item on the report is the door. The door has been ordered but has not arrived. There is a 16 week lead time. If possible, the door will be replaced during Spring Break when school is not in session.
- c. BG Ovens: Supervisor Craig motioned to approve the purchase of a new commercial oven up to \$10,000. Supervisor Sam seconded the motion. All Ayes. Motion carried.

K. Old Business:

1. *Park/Cemetery:*
2. Erosion Control: The project for erosion control should recommence this spring. New boulders are needed.
3. Fire Tanker Truck Insurance Claims and Repairs- Waiting on bids
4. The Annual Township Road Certification was completed last month.

M. Next Meeting Date: January 9th 2024

N. Adjourn: Supervisor Sam moved to end the meeting at 8:17 pm. Seconded by Supervisor Craig.

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor