

Tofte Township

January 9, 2024

Regular Township Meeting Minutes

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

Phone: Clerk April Fredrick, County Commissioner Chair 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 yea vote.

B. **Agenda:** Supervisor Craig requested to add Taxation meeting under New Business.

MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Sam seconded. All ayes. Motion carried.

C. Clerk's Report:

1. Approval of December 12 Regular Meeting Minutes

MOTION- Supervisor Craig motioned to approve December 12th Regular Meeting Minutes. Supervisor Sam seconded. All ayes. Motion carried.

2. Mail received:

- a. Holiday Cards
- b. Thank you card – Senior lunches

3. The Off Premises Permit for the billboard application approved.

4. Checks #8477 & 8478 were voided.

MOTION- Supervisor Sam motioned to approve voiding the checks. Supervisor Craig seconded. All ayes. Motion Carried.

5. Grand Marais Safe Deposit Box –

MOTION- Supervisor Craig moved to request Grand Marais State Bank drill Tofte's safe deposit box if the keys are not found within two (2) weeks. Supervisor Teresa seconded. All ayes. Motion Carried.

6. Affidavits of Candidacy for the March Election are due by January 16th.

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: **\$266,487.83**
- ii. North Shore Federal Credit Union Combined Accounts: **\$71,730.71**
- iii. Charles Schwab Cash and MM Accounts: **\$191,428.10**
- iv. Charles Schwab Bond and CD Investments, at cost: **\$731,204.39**
- v. Total Cash and Investments: **\$1,266,468.98**

2. Receipts registered for the past month totaled **\$9,577.22**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Sam seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned to approve the Balance Sheet & Activity Statement. Supervisor Sam seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned to approve the Transaction Report. Supervisor Teresa 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 **\$9,471.40.**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$6,486.00.**

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.

F. Fire Department Report: 0 calls in December. Starting in January, fire calls will be charged. Deputy Clerk Genevieve will draft a communication to the lodging establishments located in Tofte.

G. Rescue Squad Report: 4 calls. EMS Conference Jan 15-19.

H. County Commissioner's Report: Currently hiring for a new administrator. There have been 26 applicants, 5-6 will have Zoom interviews, with 3-4 applicants receiving in person interviews.

The Gitchi-Gami State Trail planning meeting took place today, January 9th. They will attend Tofte's February Town Board Meeting.

Garry Gamble was re-elected the District 2 Commissioner. Ginny Storlie was re-elected Chair of the Board of Commissions.

I. Citizen's Comments: None

J. Old Business

1. Birch Grove Community Center:
 - a. Maintenance
 - i. Doors- Still waiting for the door to be delivered.
 - ii. Billboard Lease Renewal- Deputy Clerk Genevieve to request changes from the attorney.
 - iii. Carpet- Previously chosen sample is not available. New Sample 7438 SRD 46 chosen.
 - iv. Ice Rink- Supervisor Sam asked for the light to be moved into the warming house. Need to order the new hockey goals from previous motion.
 - v. The oven for the kitchen will be American Standard. Deputy Clerk Genevieve will order the oven this evening.
 - vi. The Birch Grove sign will switch to solar lighting.
2. Park/Cemetery:
 - a. Park Bench Donation- A citizen would like to donate a bench by the playground. Deputy Clerk Genevieve will contact the person to finalize the details.
3. Erosion Control: The project for erosion control should be recommenced this spring.
4. Fire Tanker Truck Insurance Claims and Repairs- Tim Norman has the required paperwork.
5. Elections- Public notices have been filed.

K. New Business

- a. Senior Lunch- New pots and pans request- Supervisor Craig will follow up with Mary.
- b. Taxation meeting

MOTION- Supervisor Craig motioned to hold the County Board of Appeal and Equalization (CBAE) meeting on May 8th, 2025 at 6pm. Supervisor Sam seconded. All ayes. Motion carried.

M. Next Meeting Date: February 13, 2025

N. Adjourn: Supervisor Craig moved to end the meeting at 8:01 pm. Seconded by Supervisor Craig.

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

X

Craig Horak
Chair Supervisor

X

Samuel Crowley
Vice Chair Supervisor

X

Teresa Schmidt
Supervisor

Tofte Township

February 13, 2025

Regular Township Meeting Minutes

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

Phone: Clerk April Fredrick, County Commissioner Chair 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 yea vote.

B. **Agenda:** Supervisor Craig requested to move Rescue after agenda approval and add Phil Bonin's retirement as new business.
MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Sam seconded. All ayes. Motion carried.

C. **Clerk's Report:**
1. Approval of January 9th Regular Meeting Minutes
MOTION- Supervisor Sam motioned to approve January 9th Regular Meeting Minutes. Supervisor Teresa seconded. All ayes. Motion carried.

2. Set Board of Audit and Budget Meetings Date
MOTION- Supervisor Craig motioned to set the Board of Audit and Budget Meeting for March 6th at 7pm. Supervisor Teresa seconded. All ayes. Motion carried.

3. Billboard Condition email from the county. Craig will remove the current sign.
4. Election Judge Appointment
MOTION- Supervisor Craig motioned to set elect Tamara Rude, MaryJane Huggins and Holly Schroeder as Tofte's election judges. Supervisor Sam seconded. All ayes. Motion carried.

5. July 4th Celebration
i. Appoint Coordinator
MOTION- Supervisor Craig motioned to offer Serena Nelson \$1,500 to coordinate the 2025 4th of July celebration Supervisor Teresa seconded. Craig and Teresa voted yes. Sam abstained due to his relationship to Serena. Motion passed.

ii. Person of the Year preparation
iii. AmericInn Hotel rooms for Fireworks crew have been booked.

6. Voided Check # 8479- Double Payment & 8499 misprint
MOTION- Supervisor Craig motioned approve voided checks 8479 & 8479. Supervisor Sam seconded. All ayes. Motion carried.

7. Cook County Special Hearing Notices for March 13th- Vacation Rental Ordinance #62 & North

Shore Waste

MOTION- Supervisor Craig motioned Tofte Township to send a letter of support for North Shore Waste. Deputy Clerk Genevieve to draft. Supervisor Sam seconded. All ayes. Motion carried.

8. Public Hearing Decision Temperance Trails
9. Mail-Thank you card from West End Garden Club

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: **\$260,160.37**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$70,061.11**
 - iii. Charles Schwab Cash and MM Accounts: **\$192,280.12**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$731,204.39**
 - v. Total Cash and Investments: **\$1,250,281.84**
2. Receipts registered for the past month totaled **\$11,539.20**

MOTION- 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 **\$17,620.40**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$7,684.75**.

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Teresa seconded. All ayes. Motion carried.

F. Fire Department Report: 2 calls, the same 2 vehicle accidents as Rescue.

G. Rescue Squad Report: 8 calls. 2 snowmobile accidents, 4 medical calls, 2 vehicle accidents to be billed. The rescue team appreciation dinner was January 4th at Surfside. New Glucagon injection pens are available for \$600 for two pens. These will treat severe hypoglycemia.

H. County Commissioner's Report: Administration application selections are continuing. No updates on the Gitchi-Gami trail at this date. The legislature meeting will be at the end of February.

I. Citizen's Comments: None

J. Old Business

1. Birch Grove Community Center:
 - i. Paper Towel Dispensers – Paper towels for the current machines are no longer sold. Peter Knudsen will replace current dispensers.
 - ii. Lighting fixtures and ballast replacement – Light fixtures will convert to LED as they are replaced.
 - iii. Roof replacement – The roof will need to be patched or replaced in the near future. Deputy Clerk Genevieve will ask preferred roof vendors if they do flat roofs and for a quote.

- iv. Fire Marshall/ door update- Door parts are still on order.
 - v. Bathroom update- Supervisor Craig will meet with Diane from Birch Grove to discuss
 - vi. Stove update- The new stove has been delivered and will be installed February 17th.
 - vii. Carpet Install- Deputy Clerk Genevieve will see if the carpet can be installed during Spring Break.
2. Park/Cemetery:
 3. Park Bench Donation- No update
 4. Erosion Control: No update
 5. Fire Tanker Truck Insurance Claims and Repairs – No update
 6. Elections- Will take place March 11th

K. New Business

Schroeder fire chief Phil Bonin will be retiring. Tofte will work with Schroeder to see if additional services will be needed from Tofte fire.

L. Next Meeting Date: February 13, 2025

M. Adjourn: Supervisor Craig moved to end the meeting at 8:01 pm. Seconded by Supervisor Craig.

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

_____	_____	_____
Craig Horak	Township Board Chair	Date
_____	_____	_____
Samuel Crowley	Township Board Vice Chair	Date
_____	_____	_____
Teresa Schmidt	Township Board	Date

Approved March 13, 2025

Tofte Township

March 6, 2024

2024 Audit and 2026 Budget Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Treasurer Gordon Engstrom

Phone: Deputy Clerk Genevieve Hirschboeck, Supervisor Teresa Schmidt,

A. **Call to Order:** Supervisor Craig called the board meeting to order at 6:46PM.
Unless otherwise stated, all actions have been approved by unanimous yeas.

B. Agenda:

MOTION- Supervisor Craig moved to approve the agenda. Supervisor Sam seconded. All ayes. Motion carried.

C. 2024 Audit

1. 2024 State Fire aid is in process. 2025 application will be submitted next week
2. Board select distribution to audit. Invoices will be provided at the 3/13 Board meeting
 - a. 2/09/2024: Superior Fuel \$630.19
 - b. 6/20/2024: Cherry Road Media \$20.90
 - c. 9/11/2024: Uline \$3,155.55
 - d. 10/10/2024: Grainger \$82.23
3. There are three uncashed payroll checks from 2024. Payment will be stopped and they will be reissued

D. 2026 Budget

1. Update the 2026 Levy for Admin Wages from \$35,000 to \$30,000
2. Deputy Clerk Genevieve to submit a \$5,000 donation requests to Lutsen and Schroeder for the Tofte Senior Lunch
3. Update the 2026 Levy for Road and Bridge Snowplowing from \$20,000 to \$10,000
4. Update the 2026 Levy for Community Center Capital Fund from \$30,000 to \$50,000
5. Deputy Clerk Genevieve to submit a \$12,000 donation requests to Schroeder for EMS Services

MOTION- Supervisor Craig motioned to approve presenting the budget at the annual meeting. Supervisor Sam seconded. All ayes. Motion carried.

E. **Adjourn:** Supervisor Craig moved to end the meeting at 8:10 pm. Seconded by Supervisor Sam.

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

Craig Horak	Township Board Chair	Date
-------------	----------------------	------

Samuel Crowley	Township Board Vice Chair	Date
----------------	---------------------------	------

Teresa Schmidt	Township Board	Date
----------------	----------------	------

Approved May 8, 2025

Tofte Township

April 10, 2025

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Treasurer Gordon Engstrom, Clerk Genevieve Hirschboeck, Rescue Chief Kim Jahnke, Tim Norman, Ginny Storlie

Phone: 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 yeas.

B. **Agenda:** Date on Agenda should be April 10, 2025.

MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Sam seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Approval of March 13th Regular Meeting Minutes

MOTION- Supervisor Sam motioned to approve the March 13th Regular Meeting Minutes. Supervisor Teresa seconded. All ayes. Motion carried.

2. Fire/Rescue Invoicing – insurance information will not be available. Clerk will send invoice with detailed cover letter to the person at the scene, not their insurance company.

3. Mail-

i. Carr's Tree Service offering estimates- Tofte has a local contractor.

ii. First Horizon

4. Tofte Town Hall rental request from Bruce Martinson. Bruce is a local as he lives in Cook County, he can rent with the local rate.

5. Sawbill Canoe Outfitters letter of approval for liquor license renewal

MOTION- Supervisor Sam motioned for the Clerk to draft a letter of support for the renewal of the Sawbill Canoe Outfitters Liquor License. Supervisor Craig seconded. All ayes. Motion carried.

6. Lutsen Senior Lunch donation for 2025. The Clerk will ask Lutsen for a 2025 donation.

7. Safe Deposit box drilling- Bank needs Craig's authorization. Craig will call the bank.

D. Annual Approvals

1. Signatures – Township signers will remain the Clerk, Treasurer, Chair and Vice Chair

2. Designation of Official Bank

MOTION- Supervisor Craig motioned that Grand Marais State Bank will be the official bank of Tofte Township. Supervisor Teresa seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned that North Shore Federal Credit Union and Charles Schwab will be the official investment accounts for Tofte Township. Supervisor Sam seconded. All ayes. Motion carried.

3. 2025 Meeting Schedule

MOTION- Supervisor Craig motioned that Tofte Township Board Meetings will take place the 2nd Tuesday of the Month at 7pm in Town Hall. Supervisor Sam seconded. All ayes. Motion carried.

4. Publication Locations

MOTION- Supervisor Craig motioned that the Cook County News Herald and the Township Bulletin Board will be the publication locations for Tofte Township. Supervisor Sam seconded. All ayes. Motion carried.

5. Compensation Rates – Moved to the agenda for the May meeting.

E. Treasurer's Report:

1. Treasurer Gordon presented the Treasurer's Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: **\$253,205.12**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$71,515.14**
 - iii. Charles Schwab Cash and MM Accounts: **\$201,380.70**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$730,809.40**
 - v. Total Cash and Investments: **\$1,256,910.40**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Sam seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned to approve a check for \$13,086.80 to the Fire Relief Association. Supervisor Teresa seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$7,531.06**

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$78,277.16**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$7,609.50**

MOTION- Supervisor Teresa moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.

G. Fire Department Report: 3 calls. A false alarm at Bluefin, a building at Aspen Ridge engulfed, a grass fire near Lutsen

H. Rescue Squad Report: 1 EMS call, car accident due to ice

I. County Commissioner's Report:

The County will be posted the County Administrator again on April 9th as the final two candidates did not work out. They are expanding the search and the timeline will be shortened this time. Irena Roger was rehired as the interim administrator.

A hearing for the bonding of the solid waste facility will be held at the end of April. Work will begin shortly after.

A grant was received for new radio equipment.

The Leadership Summit was held at the end of March.

Lutsen had requested a generator so Lutsen Town Hall could be a warm place to gather in case of a power outage in the community. Due to recent changes to FEMA money may not be available for a generator.

Tofte had donated \$5000 to Lutsen for the purchase. The total estimated cost was \$29,00. Cook County was asked to donate \$8,900 which was approved.

J. Citizen's Comments: None

K. Old Business

1. Birch Grove Community Center:
 - i. Roof replacement – Clerk Genevieve reached out to three vendors for quotes. None have responded yet.
 - ii. Fire Marshall Report- the final item as submitted to the Fire Marshall for completion of the

Fire Inspection

- iii. Fire Door- Will be installed at 9am on April 11th.
 - iv. Bathroom update- No Update
 - v. Carpet Install- More carpet might be needed to finish the offices
 - vi. Pot and Pans- Two frying pans, tong and table need to be ordered for the kitchen.
2. Park/Cemetery: No update
 3. Park Bench Donation- No update
 4. Erosion Control: No update
 5. Fire Tanker Truck Insurance Claims and Repairs – Tim Norman provided that the process has been started to replace the tanker damaged in the Lutsen Fire. The estimated cost was \$50,000.

MOTION- Supervisor Craig moved to approve the purchase of a Fire tanker up to \$50,000. Supervisor Sam seconded. All ayes. Motion carried.

L. New Business

1. Tofte would like to order a plaque for Bruce Martinson to recognize his years of hosting the minnow races.
2. Rescue Rigs- Supervisor Sam has found a few potential options. A F150 would be a good fit.
3. 4th of July- Serena has reached out to a few music vendors.
Need to apply for road permits.
4. MAT Conference updates:
 - i. Membership Rates are going up.
 - ii. New MN Paid Leave goes into effect in 2026. We need to start reporting hours now.
 - iii. MAT is going to send a Fire contract survey to all MN Townships. Sam is researching options to encourage Fire Fighters to volunteer.
5. Craig used his excavator for two hours during the last fire due to immediate need. He will submit a claim form.
6. Three signatures are not required for checks, but our current checks have three signature lines.

MOTION- Supervisor Craig moved to approve having only two signatures on checks. Supervisor Sam seconded. All ayes. Motion carried.

M. Next Meeting Date: May 8th, 2025

N. Adjourn: Supervisor Sam moved to end the meeting at 8:40 pm. Seconded by Supervisor Craig.

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

_____	_____	_____
Craig Horak	Township Board Chair	Date
_____	_____	_____
Samuel Crowley	Township Board Vice Chair	Date
_____	_____	_____
Teresa Schmidt	Township Board	Date

Tofte Township

May 8th, 2025

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Teresa Schmidt, Treasurer Gordon Engstrom, Clerk Genevieve Hirschboeck, Rescue Chief Kim Jahnke,

Phone: Absent: Supervisor Sam Crowley, 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:** Add Park Clean up to agenda.

MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Teresa seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Approval of April 9th Regular Meeting Minutes.

MOTION- Supervisor Craig motioned to approve the April 9th Regular Meeting Minutes. Supervisor Teresa seconded. All ayes. Motion carried.

2. State Fire Aid- 2024 payment has been sent. 2025 application was submitted. Check was cut.

3. Voided Check # 8546 – New printer has a different set up.

4. Schroeder meeting May 13th- Tofte supervisors invited, Cook County's Emergency Management Director, will be meeting with the Schroeder supervisors.

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: **\$194,375.57**

ii. North Shore Federal Credit Union Combined Accounts: **\$70,993.19**

iii. Charles Schwab Cash and MM Accounts: **\$204,279.94**

iv. Charles Schwab Bond and CD Investments, at cost: **\$730,809.44**

v. Total Cash and Investments: **\$1,200,458.14**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Teresa seconded. All ayes. Motion carried.

MOTION- Supervisor Craig moved to make the recommended disbursement and transfer of \$120,000 from the 223 Fire Rescue-First Responders to 401 Capital Projects Rescue- First Responders. Supervisor Teresa seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$26,009.61**

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$30,777.16**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Teresa seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$6,700.75**

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Teresa seconded. All ayes. Motion carried.

- F. **Fire Department Report:** 1 call. A false alarm at Bluefin, the next false alarm will be charged.
- G. **Rescue Squad Report:** 1 EMS call in Schroeder
- H. **County Commissioner's Report:** No Report.
- I. **Citizen's Comments:** Mariana Westigard: The Community Garden is in disrepair after winter. The gate has shifted and the walls are falling down.
Supervisor Craig: Tofte Township provided the land and dirt but does not provide maintenance.

J. **Old Business**

1. Birch Grove Community Center:
 - i. Paper Towel Dispensers have been installed
 - ii. Roof replacement – Quote from Outlast should be arriving soon. No other vendors have responded.
 - iii. Bathroom update- No Update
 - iv. Carpet Install- More carpet might be needed to finish the offices
 - v. Pot and Pans- Teresa will research pots and pans options. Genevieve will order tongs.
 - vi. Dishwasher- Doesn't hold temp and has had some issues. When it stops working, it will be replaced.
2. Park/Cemetery: No update
3. Park Bench Donation- No update
4. Erosion Control: No update
5. Fire Tanker Truck Insurance Claims and Repairs – Insurance needs to be contacted now that we have the amount.
6. Confirm Compensation rates: Move to June agenda.

K. **New Business**

Tofte Park Clean up will take place Sunday May 18th at 9am, meet at Town Hall.

L. **Next Meeting Date:** June 12th, 2025

- M. **Adjourn:** Supervisor Craig moved to end the meeting at 7:58 pm. Seconded by Supervisor Teresa.
Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

Craig Horak Township Board

Samuel Crowley Township Board

Teresa Schmidt Township Board

Tofte Township

June 12, 2025

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Treasurer Gordon Engstrom, Clerk Genevieve Hirschboeck, Rescue Chief Kim Jahnke, Peter Knudsen, Cathy Johnson

Phone: 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 yea vote.

B. **Agenda:** Add Senior Lunch under old business

MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Sam seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Cathy Johnson, Schroeder Township Supervisor - West End meeting proposal
Schroeder would like to set up emergency guidelines to coordinate efforts in case of an emergency event in the West End. This could include a contact list and the ability to share expertise in the community with other townships. They would like to have a meeting in September to discuss ideas on how to use resources in the community.
2. Approval of May 8th Regular Meeting Minutes

MOTION- Supervisor Craig motioned to approve the May 8th Regular Meeting Minutes. Supervisor Teresa seconded. All ayes. Motion carried.

3. Voided Check # 8556 – Address on check mailed last month was incorrect, it was reissued.

MOTION- Supervisor Craig motioned to void check #8556. Supervisor Teresa seconded. All ayes. Motion carried.

4. New Tofte Township Maps - Cook County has asked any corrections be submitted by July 31, 2025. Maps may be purchased. The Township would like to order one.
5. Mail:
 - a. MN Lake Superior Coastal Program meeting
 - b. Minnesota Association of Townships- Membership discount cards arrived.
 - c. Outdoor Advertising Permit renewal form- The Township will renew.
 - d. MN State Demographic Center- New population estimates
 - e. FEMA- Notification of Steam Reaches and Engineering Methods
 - f. SLFRF - Notice of Court Order

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: **\$60,094.48**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$69,783.46**
 - iii. Charles Schwab Cash and MM Accounts: **\$201,380.70**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$730,809.40**
 - v. Total Cash and Investments: **\$1,136,958.23**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Teresa seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned to transfer \$15,850 from the Schwab Fire Department Account to the Grand Marais Fire Department Account. Supervisor Sam seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$6,361.83**

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$16,856.67**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$7,992.95**

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Teresa seconded. All ayes. Motion carried.

F. Fire Department Report: A wild fire call, mutual aid call in Schroeder, False alarm at AmericInn and Powerline down in the storm.

G. Rescue Squad Report: 3 medical calls

H. County Commissioner's Report:

Four interviews for commissioner will take place Monday.

Corville has a Drone they use up to the border. Lutsen may purchase one for the West End. It is useful in fires or emergency. Estimated cost is \$10,000.

The County may discontinue maintenance of Dyes Lake road. Tofte is opposed.

The Grand Marais YMCA- funds stay in Grand Marais, they are not sent to Duluth. It has 1549 members, 27% of the community are members. Childcare is available for infants, toddlers, pre-k and after school programs. There are snack programs and summer camps. Pickleball and swimming lessons are available. There is a staff of 58 members.

Two bonding resolutions passed. Solid Waste at 4.55% interest for 25 years. Law Enforcement at 4.2% interest for 20 years.

I. Citizen's Comments: None

J. Old Business

1. 4th of July updates

Craft vendors will be set up, three bouncy houses, mini cars are pending, music, ax throwing, porta-potties ordered, fireworks arranged, big dig

2. Birch Grove Community Center

a. Roof replacement – No quote received

b. Bathroom update- No update

c. Pots and Pans – No updates

3. Park / Cemetery / Town Hall

a. Wind Damage discussion- light on Town Hall, roof, Town Park – Superior Fuel has been contacted.

4. Park Bench Donation

5. Erosion Control

6. Fire Tanker Truck Insurance Claim and Repairs

7. Confirm compensation rates- Move to July Meeting

K. New Business

1. Senior Lunch -Attendance has been very high, we are running out of space and food. They will try to add more tables. A sign should be put up to take only one meal per person. There is the possibility to charge more for non-residents but that will not be implemented at this time.

L. Next Meeting Date: July 9th, 2025

M. **Adjourn:** Supervisor Craig moved to end the meeting at 8:57 pm. Seconded by Supervisor Teresa.
Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

Craig Horak	Township Board Chair	Date
-------------	----------------------	------

Samuel Crowley	Township Board Vice Chair	Date
----------------	---------------------------	------

Teresa Schmidt	Township Board	Date
----------------	----------------	------

Tofte Township

July 10, 2025

Regular Township Meeting Minutes

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

Phone: Clerk Genevieve Hirschboeck

Absent: Fire Chief Richie Nelson

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:06 PM.

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

B. **Agenda:**

MOTION- Supervisor Craig moved to approve the agenda. Supervisor Teresa seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Gordon will meet with the Schroeder Town Clerk on July 11th. The new Tofte Town Clerk does not need to be a Tofte resident due to the resolution that was passed in March.
2. Mail:
 - a. North Health has a meeting in Lutsen Town Hall

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: **\$114,229.39**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$69,248.27**
 - iii. Charles Schwab Cash and MM Accounts: **\$262,268.13**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$760,892.64**
 - v. Total Cash and Investments: **\$1,207,868.54**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Sam seconded. All ayes. Motion carried.

MOTION- Supervisor Craig motioned to transfers on page 15 of the Treasurer's Report. Supervisor Sam seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$92,709.48**

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$31,589.20**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Sam seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$9,033.92**

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Teresa seconded. All ayes. Motion carried.

F. **Fire Department Report:** 2 calls, 1 rescue on Carleton Peak

G. **Rescue Squad Report:** 5 calls

Clerk to check with insurance to confirmed drivers are covered when they drive personal vehicles.

H. County Commissioner’s Report: No report

I. Citizen’s Comments: None

J. Old Business

1. West End Emergency Planning is proposed for July 28th at 5pm.
2. Birch Grove Community Center
 - i. Maintenance
 1. Roof replacement – No quotes received yet.
 2. Bathroom update – No update
 3. Pots and Pans – No update
 4. Seedlings and Saplings rooms would like to add exterior doors. If we can get the exact requirements, we can work to get contractors, quotes and research grants.
3. Park /Cemetery
 - i. Park Bench Donation
4. Erosion Control
5. Fire Tanker Truck Insurance Claim and Repairs – Craig will follow up on the tanker.
6. Confirm compensation rates- Stipends will be discussed at the Budget meeting.
Schroeder pays \$100 per meeting, \$30 per hour for Clerk and Treasurer.
Lutsen pays \$85 per meeting and \$25 per hour for employees.

MOTION- Supervisor Craig moved to pay the Fire and Rescue Chiefs \$1,200 per year. Supervisor Teresa seconded. All ayes. Motion carried.

MOTION- Supervisor Craig moved to set the meeting pay at \$100 per meeting, \$30 per hour for employees including Cemetery Plot Marking. Supervisor Teresa seconded. All ayes. Motion carried.

7. 4th of July- The kids didn’t collect as much as usual at the Big Dig as previous years. The fireworks went great. More wrist bands are needed next year, along with better signage. Add Hoodies to the merchandise next year.
8. BCGG lease- HRA sold the property. Craig to email Rich Furlong.

K. New Business

1. The annual Budget continuation meeting will take place on Thursday August 14th at 7pm with the August board meeting to follow.

L. Next Meeting Date: August 14th, 2025

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

Respectfully Submitted,
Genevieve Hirschboeck
Tofte Town Clerk

_____	_____	_____
Craig Horak	Township Board Chair	Date
_____	_____	_____
Samuel Crowley	Township Board Vice Chair	Date
_____	_____	_____
Teresa Schmidt	Township Board	Date

Tofte Township

August 14, 2025

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Treasurer Gordon Engstrom, Clerk Genevieve Hirschboeck, Rescue Chief Kim Jahnke, Peter Knudsen, Cathy Johnson, Amy

Phone: Ginny Storlie

Absent: Fire Chief Richie Nelson

A. **Call to Order:** Supervisor Craig called the board meeting to order at 7:29 PM.

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

B. **Agenda:** Add West End Emergency Group to old business

MOTION- Supervisor Craig moved to approve the agenda as amended. Supervisor Teresa seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Bill Huggins to join TSSD

MOTION- Supervisor Craig motioned to approve Bill Huggins joining the TTSD. Supervisor Sam seconded. All ayes. Motion carried.

2. Bluefin Liquor License Renewal Request

MOTION- Supervisor Craig motioned to send a letter of support for the Bluefin Liquor License renewal. Supervisor Sam seconded. All ayes. Motion carried.

3. Payment Request for 2026 Fireworks – If we buy in 2025, we will get the same prices as this year. 2026 prices could be 25% higher.

MOTION- Supervisor Craig motioned to pay the 2026 Fireworks in September 2025. Supervisor Sam seconded. All ayes. Motion carried.

4. Birch Grove Lease Renewal

MOTION- Supervisor Craig motioned to renew the Birch Grove Leases at the same terms. Supervisor Teresa seconded. All ayes. Motion carried.

5. Bluefin parking request for Tofte Park road for Oktober Fest – Tofte has no jurisdiction, it is a County Road. If they will park on it, they need to park on one side only and not block the fire station doors.

6. Mail

i. Offer to Purchase APN: 25-022-2200 – Tofte is not interested

ii. New fire department applicant

MOTION- Supervisor Craig motioned to approve Carson Friend to join the Tofte Fire Relief Association. Supervisor Sam seconded. All ayes. Motion carried.

iii. Public Hearing Notice Cook County Board of Adjustment

iv. FEMA letter

v. Northland Fire & Safety survey

vi. MAT Meeting Notice – District 10 meeting is August 28th at 5pm

vii. 2026 MAT Dues

7. Car accident invoicing – letters will be sent with Craig's Contact information

False Alarms- \$250 after your 3rd in the calendar year.

Track in google doc the date of each offense.

Vehicle accidents - \$250 per vehicle involved in an accident
\$500 if mechanical extrication used
Letters are mailed to the drivers of the cars, not to the registration address.

Fires- \$500 to property owner

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: **\$92,855.24**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$68,852.09**
 - iii. Charles Schwab Cash and MM Accounts: **\$212,989.82**
 - iv. Charles Schwab Bond and CD Investments, at cost: **\$691,782.09**
 - v. Total Cash and Investments: **\$1,334,020.75**

MOTION- Supervisor Craig motioned to approve the Treasurer's reports. Supervisor Teresa seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$49,889.14**

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

1. Review and approval of Unpaid Bills. Deputy Clerk Genevieve presented claims listings totaling **\$25,694.56**

MOTION- Supervisor Craig moved to approve the claims lists. Supervisor Teresa seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$8,650.60**

MOTION- Supervisor Craig moved to approve the payroll register. Supervisor Sam seconded. All ayes. Motion carried.

F. Fire Department Report: 3 calls, Pancore, False Alarm at AmericInn, MN Power building

G. Rescue Squad Report: 4 medical calls.

Order locker from Uline.

No updates on EMS vehicle, 4 door F150 should be able to meet the need

Clerk to check with insurance to ensure EMS is covered when driving personal vehicles

H. County Commissioner's Report:

After Labor Day, work will begin on Tofte Park Rd.

New Administration came on board August 5th.

Commissioner is working with Mike Keyport. She will remind him cooperation is a two way street. The next emergency meeting is in October. Townships can contact Ginne for an invite.

Kim requested that Mike meet Lutsen, Shroeder and Tofte in the evening some time.

I. Citizen's Comments: None

J. Old Business

1. Birch Grove Community Center
 - a. Roof replacement – No quote received
 - b. Bathroom update- No update
 - c. Exterior Doors for Seedlings and Saplings – Gather bids before grants can be submitted

- c. Pots and Pans – No updates
- 2. Park / Cemetery / Town Hall - Memorial trees are available for \$1500
- 3. Park Bench Donation
- 4. Erosion Control
- 5. Fire Tanker Truck Insurance Claim and Repairs – Tim Norman confirmed the new truck is in the shop being built.

K. New Business

1. Clerk resignation and New Clerk Appointment

MOTION- Supervisor Craig moved to appoint Amy Brugge as Tofte Town Clerk effective 8/15/2025. Supervisor Teresa seconded. All ayes. Motion carried.

L. Next Meeting Date: August 14th, 2025

M. Adjourn: Supervisor Craig moved to end the meeting at 9:19 pm. Seconded by Supervisor Teresa.
 Respectfully Submitted,
 Genevieve Hirschboeck
 Tofte Town Clerk

_____	_____	_____
Craig Horak	Township Board Chair	Date
_____	_____	_____
Samuel Crowley	Township Board Vice Chair	Date
_____	_____	_____
Teresa Schmidt	Township Board	Date

Tofte Township

September 11, 2025

Regular Township Meeting Minutes

Present: Supervisor Craig Horak, Supervisor Teresa Schmidt, Clerk Genevieve Hirschboeck, Rescue Chief Kim Jahnke, Peter Knudsen, New Clerk Amy Brugge

Phone: Treasurer Gordon Engstrom

Absent: Fire Chief Richie Nelson, Supervisor Sam Crowley

A. **Call to Order:** Supervisor Horak called the board meeting to order at 7:17pm.
Unless otherwise stated, all actions have been approved by unanimous yea vote.

B. **Agenda Approval:**

MOTION- Supervisor Horak moved to approve the agenda. Supervisor Schmidt seconded. All ayes. Motion carried.

C. **Clerk's Report:**

1. Public Hearing Notice from Cook County Planning & Zoning on October 1, 2025 at 4pm
 - i. Conditional Use for waste transfer station
 - ii. Renewal of Interim Use Permit
 - iii. Rezoning Request
2. Public Hearing Decision Notice – Variance application for 40 Godins Drive
3. Cook County Planning & Zoning and HRA Public Meeting on ROSO will occur at Schroeder Town Hall on September 29th at 5pm
4. Acceptance of Clerk Hirschboeck resignation

MOTION- Supervisor Horak motioned to formally accept the resignation of Clerk Hirschboeck. Supervisor Schmidt seconded. All ayes. Motion carried.

5. Update bank signatories & official contacts on Schwab accounts

MOTION- Supervisor Horak motioned to pass Resolution #09112025 to update bank signatories at financial institutions. Supervisor Schmidt seconded. All ayes. Resolution carried.

MOTION- Supervisor Horak motioned to update official contacts on Schwab accounts to include Treasurer Engstrom, Clerk Brugge, Chair Horak, and Vice Chair Crowley. Supervisor Schmidt seconded. All ayes. Motion carried.

D. **Treasurer's Report:**

1. Treasurer Engstrom, presented the Treasurer's Report that showed ending balances as follows:
 - i. Grand Marais State Bank Checking Account: **\$ 129,806.98**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$68,130.16**
 - iii. Charles Schwab Investment Account: **\$990,098.32**
 - v. Total Cash and Investments: **\$1,200,845.33**

MOTION- Supervisor Horak motioned to approve the Treasurer's reports. Supervisor Schmidt seconded. All ayes. Motion carried.

2. Receipts registered for the past month totaled **\$27,316.74**

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

1. Review and approval of Unpaid Bills. Clerk Hirschboeck presented claims listings totaling **\$17,785.91**

MOTION- Supervisor Horak moved to approve the claims lists. Supervisor Schmidt seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$9,629.00**

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

F. **Fire Department Report:** 2 False alarms in August

G. **Rescue Squad Report:** 7 calls in the month of August. Members helicopter landing zone training with LifeLink in Grand Marais. There is a vacuum splint and a backboard that hospital that will still need to be returned. An order for new lockers from Uline will be placed this week by Clerk Brugge and will likely require freight delivery, and therefore forklift assistance from Bluefin Maintenance department staff.

H. **County Commissioner’s Report:** N/A

I. **Citizen’s Comments:** None

J. **Old Business**

1. EMS Invoicing – Clerk Brugge provided the board with resources from the Minnesota Association of townships regarding the legal procedures expect for a township to begin billing for emergency services. These include the passing of an ordinance that is formally published, followed by the passage of a fee schedule resolution that should occur annually. Draft language for an ordinance and fee schedule resolution will be prepared and reviewed by the board at the next meeting with the intent for billing to begin for January 1, 2026.
2. Town Hall – No updates at this time regarding roof repair from summer storm damage
3. Birch Grove Community Center
 - a. Roof replacement – No quote received
 - b. Bathroom update
 - c. Exterior Doors for Seedlings and Saplings – still waiting to hear back; Mary VanDoren was also going to look into this
4. Park Bench Donation – potential donor has not responded
5. Fire Tanker Truck Insurance Claim and Repairs – Design plans were signed by Supervisor Horak last week and the truck is now in production.

K. **New Business**

1. Snowplowing bids – Clerk Brugge will prepare bid specifications for publication in the Cook County Heral and post on the website. Bids will be due by Monday, October 6, 2025.

L. **Next Meeting Date:** October 9th, 2025

M. **Adjourn:** Supervisor Horak moved to end the meeting at 8:13pm. Seconded by Supervisor Schmidt. Respectfully Submitted,

Amy Brugge
Tofte Town Clerk

_____	_____	_____
Craig Horak	Township Board Chair	Date
_____	_____	_____
Samuel Crowley	Township Board Vice Chair	Date
_____	_____	_____
Teresa Schmidt	Township Board	Date

Tofte Township

Resolution 09112025

Authorized signers at North Shore Federal Credit Union and Grand Marais Bank

September 11, 2025

WHEREAS, Tofte township's accounts at North Shore Federal Credit Union and Grand Marais State Bank have authorized signers for the bank accounts and credit cards, and

WHEREAS, the list of authorized signers at each financial institution should reflect the current authorized signers, and

WHEREAS, the former township clerk is to be removed as authorized signers and the new township clerk and Supervisor Schmidt are to be added as authorized signers.

THEREFORE, BE IT RESOLVED, that the Tofte Township Board authorizes that Genevieve Hirschboeck be removed as an authorized signer at Grand Marais State Bank and Amy Brugge and Teresa Schmidt be added as a authorized signer. Furthermore, Genevieve Hirschboeck is to be removed as an authorized signers at North Shore Federal Credit Union. Amy Brugge and Teresa Schmidt are to be added as authorized signers for the checking account and credit cards at North Shore Federal Credit Union.

PASSED AND ADOPTED BY THE TOWNSHIP OF TOFTE by unanimous vote of the supervisors present at the regular Tofte Township Board meeting THIS 11th DAY of September 2025.

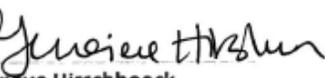
X 

Craig Horak
Board Chair

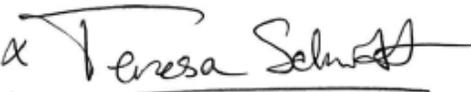
X 

Samuel Crowley
Board Supervisor

ATTESTED BY:

X 

Genevieve Hirschboeck
Tofte Township Clerk

X 

Teresa Schmidt
Board Supervisor

Tofte Township Board Meeting Minutes
October 9, 2025

Present: Supervisor Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Clerk Amy Brugge, Treasurer Gordon Engstrom, & Rescue Chief Kim Jahnke

Phone: N/A

Absent: Fire Chief Richie Nelson

Call to Order: Supervisor Horak called the board meeting to order at 7:03pm

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

A. Agenda Approval & Minutes Approval:

MOTION- Supervisor Horak moved to approve the agenda. Supervisor Schmidt seconded. All ayes. Motion carried.

MOTION – Supervisor Horak moved to approve the minutes from the September 11, 2025 meeting. Supervisor Schmidt seconded. All ayes. Motion carried.

B. Clerk's Report:

1. Mail

C. Treasurer's Report:

1. Treasurer Engstrom, presented the Treasurer's Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$ 322,342.87**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$66,623.87**
 - iii. Charles Schwab Investment Account: **\$ 915416.61**
 - v. Total Cash and Investments: **\$ 1,304,583.35**

MOTION- Supervisor Horak motioned to approve the Treasurer's reports. Supervisor Crowley seconded. All ayes. Motion carried.

MOTION – Supervisor Horak motioned to transfer \$12,169 transfer from General fund to the 4th of July Fund. Seconded by Supervisor Schmidt. All ayes. Motion carried

2. Receipts registered for the past month totaled **\$10,028.11**

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

1. Review and approval of Unpaid Bills. Clerk Brugge presented claims listings totaling **\$ 14,182.41**

MOTION- Supervisor Horak moved to approve the claims lists. Supervisor Schmidt seconded. All ayes. Motion carried.

2. Approval of payroll register – The payroll register showed gross pay totaling **\$9,530.15**

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

MOTION - Supervisor Crowley moved to update the authorized representatives for the

township's Charles Schwab account to include Chair Craig Horak, Vice Chair Sam Crowley, Treasurer Gordon Engstrom, & Clerk Amy Brugge. Supervisor Horak seconded. All ayes. Motion carried.

- D. Fire Department Report – Department did fire prevention week at the with Birch Grove students yesterday, included brush truck from Schroeder with Schroeder Fire Chief DeWandeler, 2 calls – both canceled (tree on highway) & mistaken capsized boat
- E. Rescue Squad Report – 4 members did their refresher course this past month; expect a bill through North Shore Hospital; had 10 calls last month, 3 vehicle accidents (1 down at the county line); discussion of investigating either a cell booster or Starlink hotspot for rescue squad. Supervisor Horak will look into pricing. Received 3 new oxygen bags for the department.
- F. County Commissioner – N/A

G. Old Business

- 1. EMS Invoicing – Review draft ordinance and resolution language; on agenda for 11/13/2025
- 2. Park Bench Donation – meeting with donor on 10/7; bench concrete work, possible Initials
- 3. Birch Grove Community Center
 - a. Maintenance
 - i. Roof replacement – Gordon emailed a roofer, no response; Supervisor Schmidt will call Range Cornice to obtain a quote
 - ii. Bathroom update – need a quote from County Plumbing to replace urinals in boy's bathroom
 - iii. Exterior Doors, possibly bathroom – desire to add a bathroom for the daycare, but challenges in terms of architectural layout; if exterior doors are added to the daycare and Community Room 1, then an entryway could be created with bathrooms; Supervisor Horak will follow-up.

MOTION – Supervisor Crowley motioned to approve contacting and hiring an engineer to design a bathroom and entrance for Community Center. Seconded by Supervisor Horak. All ayes. Motion carried.

- iv. Dishwasher – been descaling lately, Supervisor Horak looked at it and does not feel as if it needed replacement. Prefer to repair instead of replace.
- v. *New* Flooring Grant – Proposal to split flooring cost with Birch Grove, as they have a grant to cover portion, but \$1500 cost would still exist even with the grant. Ask is for Township to handle \$700

MOTION – Supervisor Horak motioned to approve a \$1500 on flooring; Supervisor Schmidt seconded the motion. All ayes. Motion carried.

- 4. Fire Tanker Truck Insurance Claim and Repairs – waiting to hear when the tanker truck will be complete
- 5. Billboard Lease – Charlie Trovall (Brett Land Survey) needs to the complete survey to establish the legal description of the property.

H. New Business

- 1. Community Garden – Beverly Flood; discussion around water for frost proof outdoor spigot for the warming house.

MOTION – Supervisor Horak motioned to make Beverly Flood the designated contact for the Community Garden; Supervisor Schmidt seconded. All ayes. Motion carried.

- 2. Snow Removal Bids

MOTION – Supervisor Horak motioned to accept the snow removal bid from Lee Jahnke for plowing the Gitchi Gami Trail at \$225/instance. Seconded Supervisor Crowley. All ayes. Motion carried

MOTION – Supervisor Horak motioned to accept the snow removal bid from Cooter’s Auto Repair for plowing at Tofte Town Hall/Fire Hall (\$60/instance), Tofte Park (\$50/instance), Cemetery (\$25/instance), & Birch Grove Community Center (\$110). Supervisor Crowley seconded the motion. All ayes. Motion carried.

3. Liquor License Renewal for the Tofte Bottle Shop – Sam motion; Craig seconded; Motion carried

MOTION – Supervisor Crowley motioned to approve the annual renewal of the liquor license for the Tofte Bottle Shop. Supervisor Horak seconded the motion. All ayes. Motion carried.

4. Liquor License Renewal for Holiday/Circle K -- Sam motion; Craig seconded; Motion carried

MOTION – Supervisor Crowley motioned to approve the renewal of the liquor license for the Holiday/Circle K. Supervisor Horak seconded the motion. All ayes. Motion carried.

5. Cemetery Inquiry – Clerk Brugge & Supervisor Crowley met before the meeting to review the history related to an individual’s inquiry about their inherit plot in the old section of the cemetery.

6. Fire State Aid Delayed Due to Missing Report from Fire Aid Association – Supervisor Horak reported that the 2024 reports will be finished next week prior to the deadline.

I. Citizen Comments

J. Next Meeting November 13, 2025

K. Adjourn at 8:31pm

Craig Horak, Chair Date

Sam Crowley, Vice Chair Date

Teresa Schmidt, Supervisor Date

Amy Brugge, Clerk Date

Gordon Engstrom, Treasurer Date

Tofte Township Board Meeting Minutes
November 13, 2025

Present: Chair Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Clerk Amy Brugge, Treasurer Gordon Engstrom, HRA Executive Director Jeff Brand, HRA Board Chair William Gabler, and residents of Tofte

Phone: N/A

Absent: Rescue Chief Kim Jahnke, Fire Chief Richie Nelson

A. Call to Order: Supervisor Horak called the board meeting to order at 7:01pm

B. Agenda Approval:

MOTION- Chair Horak moved to approve the agenda with the amendments to adjust for item L to be prior to the Clerk's report and to include voided checks in section D4. Supervisor Schmidt seconded. Motion carried unanimously.

C. Minutes Approval:

MOTION – Chair Horak moved to approve the minutes from the October 13, 2025 meeting. Supervisor Crowley seconded. Motion carried unanimously.

D. Clerk's Report:

1. Mail
2. Travel to MAT Training on November 20, 2025
3. Local Board of Appeal & Equalization Training – Supervisor Crowley is the only currently trained board member and is set to expire 7/1/2026. Clerk Brugge will send online training information to all. Due date to complete is 2/1/2026 in order to be certified for 2026 LBAE meeting.
4. Voided Checks due to Quickbooks printing error.

MOTION – Chair Horak motioned to void checks #8655 & #8656. Supervisor Crowley seconded the motion. Motion carried unanimously.

E. Treasurer's Report:

1. Treasurer Engstrom, presented the Treasurer's Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$ 107,537.40**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$62,191.63**
 - iii. Charles Schwab Investment Account: **\$ 1,002,041.54**
 - v. Total Cash and Investments: **\$ 1,171,770.57**

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

MOTION – Chair Horak motioned to pass Resolution 11132025 to authorize 2 signers for bank transactions at North Shore Federal Credit Union and name Chair Horak, Treasurer Engstrom, and Clerk Brugge to complete online transfers across accounts at the institution. Seconded by Supervisor Crowley. Motion carried unanimously.

2. Receipts registered for the past month totaled **\$10,048.87**

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

1. Review and approval of Unpaid Bills. Clerk Brugge presented claims totaling **\$58,663.36**

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

2. Approval of payroll register – The payroll register showed gross pay totaling **\$10,154.00**

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

G. Fire Department Report – 1 vehicle accident, a rollover in Schroeder, 1 water emergency call that instead ending up going to Silver Bay instead, 1 carbon monoxide emergency.

H. Rescue Squad Report – 1 medical, 1 water emergency, and 1 car accident; Supervisor Crowley informed the group that the department secured a grant for all new AEDs.

I. County Commissioner – N/A

J. Birch Grove Community Center

1. Roof Replacement Bids – received a bid from Range Cornice with 2 different pricing options; Supervisor Schmidt

MOTION – Chair Horak motioned to accept Roof Repair Option B from Range Cornice for \$237,469.00. Supervisor Schmidt seconded the motion. Motion carried unanimously.

2. Internet – Supervisor Horak will have a discussion with School Director
3. Potholes – Supervisor Crowley will attend to this within the next 2 weeks
4. Exhaust Hood Cleaning – has been completed
5. Exterior Doors & Bathroom addition – Supervisor Horak will seek design bids
6. Bathroom update – Supervisor Schmidt will seek plumbers
7. Warming House water – may want to do an exterior spigot; Supervisor Schmidt will contact plumbers.

K. Old Business

1. EMS Invoicing – reviewed ordinance and resolution language; Clerk Brugge will proceed with publication of ordinance and resolution in the Cook County Herald.

MOTION – Supervisor Horak moved to adopt Ordinance 11 Establishing Fees for Emergency Protection Services. Supervisor Schmidt seconded. Motion carried unanimously.

MOTION – Supervisor Horak motioned to approve Resolution 2025-11 to set a Fee Schedule for Emergency Services effective January 1, 2026. Supervisor Crowley seconded. Motion carried unanimously.

2. Park Bench Donation – Concrete
3. Town Hall Roof Repair – Yet to be completed, need to pick-up shingles; Supervisor Horak will contact the contractor.
4. Fire Tanker Truck Insurance claim & repairs – still waiting
5. Billboard lease – now moot issue; HRA will have legal counsel work on a lease agreement
6. Fire Relief Association Reports for State Aid – were submitted to the state on 11/13/2025
7. Tofte Park Erosion Control – no longer an immediate issue given the decreased water level in the lake, but should have it professionally evaluated.

L. New Business

1. HRA – Jeff Brand, Executive Director and Board Chair Bill Gabler informed the board that the HRA had terminated the agreement with Temperance Trails developer. Chair Gabler discussed that HRA still owns the site and never sold it to developer. Seeking to consult with township about ideas for future usage. Director Brand discussed the repeated postponement of closing date with developer. Will discuss future potential of the site during the next HRA meeting (next week). Chair Horak posed questions about the previously shared plan for the site. Supervisor Schmidt inquire about the township’s interest in having an apartment building. Chair Horak identified that the township would like as many single-family homes as possible on the site and that the campsite be maintained because it is integral to experience at the Birch Grove Community Center. Supervisor Crowley also discussed the option of townhomes being appropriate. Executive Director Brand shared information on the residential open-space special overlay district being offered through the Cook County. Chair Horak identified how great the existing well system is for the land. Discussion continued around the existing billboard and the township’s ability to lease that billboard. The HRA will have their legal counsel draft a lease agreement, now that there is no need to involve the developer.
2. DNR Snowplowing Agreement for Gitchi Gami Trail – DNR seeks an amendment to account for the new created portion of the trail through the township.

MOTION – Supervisor Crowley moved to approve the amendment to the DNR Gitchi Gami Snow Removal Agreement. Chair Horak seconded. Motion carried unanimously.

M. Citizen Comments – N/A

N. Next Meeting December 11, 2025

O. Adjourn at 8:58 pm

Craig Horak, Chair Date

Sam Crowley, Vice Chair Date

Teresa Schmidt, Supervisor Date

Amy Brugge, Clerk Date

Tofte Township Board Meeting Minutes
December 11, 2025

Present: Chair Craig Horak, Supervisor Sam Crowley, Supervisor Teresa Schmidt, Clerk Amy Brugge, Treasurer Gordon Engstrom, Rescue Chief Kim Jahnke, TSSD Director Dave Rude, and Commissioner Ginny Storlie

Phone: N/A

Absent: Fire Chief Richie Nelson

A. Call to Order: Supervisor Horak called the board meeting to order at 6:58pm.

B. Agenda Approval:

MOTION- Chair Horak moved to approve the agenda with the amendment to place item L2 prior to the clerk's report. Supervisor Crowley seconded the motion. Motion carried unanimously.

C. Minutes Approval:

MOTION – Supervisor Crowley moved to approve the minutes from the November 13, 2025 meeting. Chair Horak seconded the motion. Motion carried unanimously.

D. Clerk's Report:

1. Mail – PERA SVF Service Form for prior Fire Department member
2. MNDOT Hwy 61 Corridor Study Technical Advisory Committee – Clerk Brugge met with Erika Shepherd and Brad Scott from MNDOT on 12/4/2025 regarding MNDOT 2027 Mill & Overlay plan and upcoming Hwy 61 Corridor Study.
3. Website – .gov domain name will be required for all government entities in the state by June 2026. Township will need to apply to the federal government to be granted a .gov domain name, transition to a new website & hosted email services (Gmail not permitted).
4. Township Elections – Review that one supervisor seat is up for election in 2026, discussed election judge options. Clerk Brugge already completed public notice and will need to certify this information to Cook County auditor next week.
5. MN Paid Leave – Township needs to set the employer and employee contribution amounts for paid leave premiums and provide notices to all employees.

MOTION – Supervisor Crowley motioned to approve a MN Paid Leave employer contribution rate of .66% and an employee contribution rate of 0%. Chair Horak seconded it. Motion carried unanimously.

E. Treasurer's Report:

1. Treasurer Engstrom, presented the Treasurer's Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$87,584.39**
 - ii. North Shore Federal Credit Union Combined Accounts: **\$68,993.80**
 - iii. Charles Schwab Investment Account: **\$1,005,102.43**
 - v. Total Cash and Investments: **\$1,161,680.62**

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

MOTION- Chair Horak motioned to transfer \$26,000 from General Fund to Community Center fund. Supervisor Schmidt seconded the motion. Motion carried unanimously

2. Receipts registered for the past month totaled **\$89,513.35**

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

1. Review and approval of Unpaid Bills. Clerk Brugge presented claims totaling **\$23,844.04**

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

2. Approval of payroll register – The payroll register showed gross regular monthly pay of **\$9,275.00** and yearly Fire & Rescue pay of **\$12,435.00** for a total payroll of **\$21,710**

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

G. Fire Department Report – 1 car accident in Schroeder, new 6 AEDS coming before December

H. Rescue Squad Report – 1 vehicle accident, 1 medical call in Tofte in November, expect bill from North Shore hospital for EMS training for multiple department members, new radios expected on Jan 26th.

I. County Commissioner – Commissioner Storlie has spent that week at a conference in the metro. She discussed the new body camera policy and usage by County law enforcement, There will be a new PHS Director (Grace Grinager). The County will have its budget meeting on Tuesday, December 15, 2025 to finalize the levy. Chair Horak inquired about the MN paid leave expenses at the county level given their 140 employees. Chair Horak discussed the 80 acres next to Birch Grove owned by County and stated that the HRA will be approaching the County Board about that acreage. Tofte Township supports the HRA's acquisition of the county land and would like to express their desire for the ongoing easement for Birch Grove School to access the woods and campsite property.

J. Birch Grove Community Center

1. Roof Replacement Bids – The township will be developing sealed bid specifications for a new 17,500 sq ft. roof on the Community Center. Hope to select among bidders during the March 2026 meeting.

2. Internet – Supervisor Horak will speak to Diane at Birch Grove regarding internet for the Community Room in the building

3. Exterior Doors & Bathroom addition – design plans being sought by Supervisor Horak

4. Bathroom update – Supervisor Schmidt talked to County Plumbing & Heating, now waiting for them compete the urinal upgrades.

5. Warming House water – Anticipating the County Plumbing & Heating will also be looking at this in the days ahead.

6. Temperance Trails – easement was discussed between Diane & Supervisor Horak by Diane
7. Ice Rink – Residents have inquired when the ice rink will open and should be instructed to watch the Birch Grove Facebook page.

K. Old Business

1. EMS Invoicing – reviewed sample invoice and billing letter. The board had no other revisions they wished to make. Prepared to begin emergency service billing for January 1, 2026.
2. Fire Tanker Truck Insurance Claim & Repairs – Tank is done, building the plot bed

L. New Business

1. Billboard Permit Renewal – Clerk will process permit renewal with county prior to December 31, 2025
2. TSSD – Signatures approving William Huggins as board member – legal paperwork authorizing Bill Huggins as the appointed board member, which was an action item during the August 2025 Tofte Supervisor’s Meeting.

L. Citizen Comments – N/A

M. Next Meeting January 8, 2026

N. Adjourn at 9:18 pm

Craig Horak, Chair Date

Sam Crowley, Vice Chair Date

Teresa Schmidt, Supervisor Date

Amy Brugge, Clerk Date