

Tofte Township Board Meeting Minutes June 11, 2026

Present: Chair Craig Horak, Supervisor Teresa Schmidt, Supervisor Matt Becker, Treasurer Gordon Engstrom, Deputy Treasurer Jennifer Yeary, Clerk Amy Brugge, and residents of Tofte.

Absent: Fire Chief Rich Nelson, Rescue Chief Kim Jahnke

A. Call to Order: Supervisor Horak called the board meeting to order at 7:04pm.

B. Agenda Approval:

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

C. Minutes Approval:

MOTION – Chair Horak moved to approve the minutes from the May 14, 2026 meeting & the annual LBAE meeting. Vice Chair Schmidt seconded the motion. Motion carried unanimously.

D. Clerk's Report:

1. Mail – MDH Water Testing for Birch Grove, TSSSD Election Certification, State Demographer's report (237 residents across 127 households), & donation receipt from West End Garden Club, Highway 61 Resiliency Study Request to attend July meeting.
2. West End Emergency Preparedness Fair – August 15th from 11am – 2pm at Birch Grove
3. Taconite Harbor Strategic Advisory Group Open House – 6/15 at 4-7pm at Schroeder Town Hall
4. EMS Billing – 2 past due notices sent on 5/26/26

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: **\$72,422.75**
 - b. North Shore Federal Credit Union Combines Accounts: **\$61,800.65**
 - c. Charles Schwab Investment Account: **\$971,406.95**
 - d. Total Cash & Investments: **\$1,104,356.94**

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

2. Receipts registered for the past month totaled **\$14,157.80**

3. Treasurer Position & Equipment request for treasurer role

MOTION – Chair Horak motioned to accept Gordon Engstrom's resignation from the treasurer role and to appoint him as financial advisor for Tofte Township on a contractor basis. Vice Chair Schmidt seconded the motion. Motion carried unanimously

MOTION – Chair Horak motioned to approve Jennifer Yeary as Treasurer. Vice Chair Schmidt seconded the motion. Motion passed unanimously.

MOTION – Horak motioned to approve the purchase of a computer for the treasurer position and software subscriptions. Supervisor Becker seconded. Motion passed unanimously.

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

1. Review and approval of Unpaid Bills. Presented claims totaling **\$15,657.85**

MOTION- Supervisor Horak moved to approve the claims lists presented in the unpaid bills report. Vice Chair Schmidt seconded the motion. Motion carried unanimously.

2. Approval of payroll register – Gross regular monthly pay of **\$7,228.41**

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

G. Fire Department Report – 1 grass fire on the Sugarloaf Road in May & 1 false alarm at Blue Fin that was cancelled en route

H. Rescue Squad Report – 6 calls in May with one cancelled en route

I. Commissioner's Report – N/A

J. Birch Grove Community Center

1. Exterior Doors Exterior Doors & Bathroom Addition – Chair Horak has no new updates and will continue to seek a new drafter for design.
2. Bathroom Update – Contractor reports that the supply line feeding the 3 urinals is not to code and may require a state inspector review prior to determining the appropriate remediation.
3. Roof project update – no reply at this time, Clerk will continue to contact construction company

K. Old Business

1. Limited Use Permit for Trail at Surfside – tabled until MNDOT responds
2. Park Bench Installation – Chair Horak will assemble and install this week
3. MN Unemployment Wage Reporting & MN Paid Family & Medical Leave Reporting Updates – Clerk Brugge provided an update on resolving the 22 required reports across MN Unemployment & MN PFML. She has completed 18 of the 22 reports and will complete the remainder with hours data submitted by the Fire Department. Upon completion of all reports, Clerk Brugge will request removal of penalties imposed by the state. It is unclear if MN DEED will keep the township at the higher MN PFML premium, due to the lack of prior quarterly reports. In that case, the township will need to be at the 0.88% premium instead of the 0.66% premium level in its adopted MN PFML policy.

MOTION – Chair Horak motions to move the township's MN PFML premium rate to 0.88% beginning with the next payroll period. Supervisor Becker seconded the motion. Motion carried unanimously.

L. New Business

1. West End Emergency Preparedness Fair – Cathy Johnson provided an overview of plans for the West End Emergency Preparedness Fair on 8/15 at Birch Grove from 11am – 2pm. Planning group will meet again on 7/24.
2. Cemetery – Policy/Process Review & Burial Questions. The board reviewed the 2017 cemetery policy and \$50 plot locator fee. Chair Horak will talk with Sam Crowley about

continuing as cemetery caretaker. Board discussed the need for leveling of some headstones. Clerk will update the language within policy to remove rates for township to do the burial and will retain existing plot locator fee.

MOTION – Chair Horak motioned to update cemetery policy to strike item #6 language from 2017 policy regarding the township doing the actual burial for a fee, but to retain plot locator fee. Supervisor Becker seconded the motion. Motion carried unanimously.

3. Township Website Transition & Proposal – The .gov domain name of toftemn.gov was approved by the federal government. Clerk Brugge will be meeting with website designer to execute the transition of the website.

MOTION – Chair Horak motioned to approve proposal of \$660 for website migration. Seconded by Supervisor Becker. Motion carried unanimously.

4. 4th of July Festivities – Update on permits, insurance, instead of an additional dumpster Chair Horak will bring a 10yd dump trailer to the park for pyrotechnics waster

M. Citizen Comments – N/A

N. Next Meeting: Thursday, July 9, 2026 at 7pm

O. Chair Horak motioned to adjourn the meeting. Supervisor Becker seconded the motion. Meeting adjourned at 8:26pm.

Respectfully submitted,

Clerk Amy Brugge

Craig Horak, Chair

Teresa Schmidt, Vice Chair

Matt Becker, Supervisor

Amy Brugge, Clerk

Jennifer Yeary, Treasurer