

Tofte Township Board Meeting Minutes July 9, 2026

Present: Chair Craig Horak, Supervisor Teresa Schmidt, Supervisor Matt Becker, Treasurer Jennifer Yeary, Clerk Amy Brugge, Rescue Chief Kim Jahnke; Erika Shepherd & Joe Devore from MNDOT(via Zoom), Beverly Sildo-Tolliver (via Zoom) and residents of Tofte.

Absent: Fire Chief Rich Nelson

A. Call to Order: Chair Horak called the board meeting to order at 7:02pm.

B. Agenda Approval:

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

C. Minutes Approval:

MOTION – Chair Horak moved to approve the minutes from the June 11, 2026 meeting. Vice Chair Schmidt seconded the motion. Motion carried unanimously.

D. MNDOT Presentation on North Shore Resiliency Study – Joe Devore, Project Manager, Erika Shepherd MNDOT, Beverly Sildo-Tolliver, ARDC Project Lead
Project is a study of the 125-miles of the North Shore and the intent is to think about road resiliency and alternate/detour routes, particularly in the event of an emergency closure of Highway 61. Goal is to have closure action plans by Spring 2027 for what types of detours make sense for certain scenarios and what types of infrastructure improvements would be recommended. Tofte Supervisors provided feedback on road width for possible proposed alternate routes and the need to potentially have one-way detours because two-way traffic is not safe on some inland roads. The project managers will follow-up with township officials again once there is a draft set of recommendations later in 2026.

E. Clerk's Report:

1. Mail –
2. Website Transition Update – Clerk Brugge met with website designer who is assisting with transition, still awaiting completion of her efforts. Hope to transition to new site in August.
3. TSSSD Meeting on July 6, 2026 – no update received from TSSSD at the time of meeting
4. MNDOT Open House at Schroeder Town Hall on August 20th

F. Treasurer's Report:

1. Treasurer Yeary, presented the Treasurer's Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$177,152.25**
 - b. North Shore Federal Credit Union Combines Accounts: **\$60,555.50**
 - c. Charles Schwab Investment Account: **\$973,565.30**
 - d. Total Cash & Investments: **\$1,213,603.09**

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 **\$112,776.09**

3. Fund transfers – the Board discussed the upcoming payments related to the Birch Grove roofing project.

MOTION – Chair Horak motioned to transfer \$90,000 from General Fund account in the Charles Schwab Investments to the Birch Grove Capital Fund for roofing project and upon completion, transfer the balance of the Birch Grove Capital Fund to the checking account at Grand Marais State Bank. Supervisor Becker seconded the motion. Motion carried unanimously

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

1. Review and approval of Unpaid Bills. Presented claims totaling **\$28,436.04 (+\$80,000 approved later in meeting for Birch Grove Roof. True total for month = \$108,436.04)**

MOTION- Supervisor Horak moved to approve the claims lists presented in the unpaid bills report totaling **\$28,436.04**. Vice Chair Schmidt seconded the motion. Motion carried unanimously.

2. Approval of payroll register – Gross regular monthly pay of **\$8,494.08**

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

- H. Fire Department Report – No fires in the month of June. Best fundraiser ever for 4th of July, having raised \$11,395.52 compared to \$7200 last year. Venmo was a nice addition for donation collections.
- I. Rescue Squad Report – 5 medical calls in June, 1 was a lost person, 1 motorcycle vs vehicle at Temperance (will bill \$250); received a \$300 gift from helicopter response patient, still looking for a used rig to purchase & discussed top-level cost and options
- J. Commissioner's Report – N/A
- K. Birch Grove Community Center
 1. Exterior Doors Exterior Doors & Bathroom Addition – Chair Horak followed up with the draft company which has plans ready to share upon payment. Intend to review the architectural plans in the next meeting.
 2. Bathroom Update – No updates at this time
 3. Roof project update – Clerk Brugge was able to connect with the owner of the construction company. Previous project manager is no longer with the company and owner did not know they had the Birch Grove Contract. Construction team visited yesterday to take measurements & finalize materials. Provided a revised contract to review with updated payment schedule. May begin as early as 7/13/26.

MOTION – Chair Horak motioned to approve the revised contract and updated payment plan \$80,000 down payment with Lionheart Building & Consultants. Seconded by Supervisor Becker. Motion carried unanimously

4. 2026-2027 Lease Review

MOTION – Chair Horak motioned to approve 2026-2027 leases with Birch Grove, Seconded by Supervisor Schmidt. Motion carried unanimously.

L. Old Business

1. Park Bench Installation – Chair Horak will still complete concrete work for donated bench
2. MN Unemployment Wage Reporting & MN Paid Family & Medical Leave Reporting Updates – Clerk Brugge reported that all past due MN UI and PFML reports had been submitted, as well as the 2026 Q2 reports due this month.
3. West End Emergency Preparedness Fair Updates – August 15th at Birch Grove 11am – 2pm – seeking donations. Supervisor Becker will bring fire truck.

M. New Business

1. NSFCU Credit Card – Discuss credit card usage and receipt submission process
2. Review of MATIT Insurance Policy Review – No updates to coverage needed at this time
3. Cemetery Caretaker Role - \$30/hr employee rate; equipment rental rate will be allowed
4. Finance Consultant Rate – will await details from consultant regarding monthly and/or quarterly rate for managing investments.

M. Citizen Comments – N/A

N. Next Meeting: Continuation of the Annual Meeting at 7pm followed by regular meeting on Thursday, August 13, 2026

O. Chair Horak motioned to adjourn the meeting. Supervisor Becker seconded the motion. Meeting adjourned at 9:09pm.

Respectfully submitted,

Clerk Amy Brugge