

Tofte Township Board Meeting Minutes August 13, 2026

Present: Chair Craig Horak, Supervisor Teresa Schmidt, Supervisor Matt Becker, Treasurer Jennifer Yeary, Clerk Amy Brugge, Rescue Chief Kim Jahnke, and residents of Tofte.

Absent: Fire Chief Rich Nelson

A. Call to Order: Chair Horak called the board meeting to order at 7:30pm following the adjournment of the Continuation of the Annual Meeting.

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 July 9, 2026 meeting. Supervisor Becker seconded the motion. Motion carried unanimously.

D. Clerk's Report:

1. Mail – Liquor license, thank you letter
2. Website Transition Update – Clerk Brugge met with website designer assisting with transition, still awaiting completion of her efforts. Hope to transition to new site by end of the week
3. MNDOT Open House at Schroeder Town Hall on August 20th – will be presenting on the 2027 Mill & Overlay Project and initial design concepts for Highway 61 2035 project.

E. Treasurer's Report:

1. Treasurer Yeary, presented the Treasurer's Report that showed ending balances as follows:
 - a. Grand Marais State Bank Checking Account: **\$122,986.77**
 - b. North Shore Federal Credit Union Combines Accounts: **\$60,555.50**
 - c. Charles Schwab Investment Account: **\$973,565.30**
 - d. Total Cash & Investments: **\$1,164,517.04**

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 **\$9,935.87**

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

1. Review and approval of Unpaid Bills. Presented claims totaling **\$156,902.94**

MOTION- Supervisor Horak moved to approve the claims lists presented in the unpaid bills report totaling **\$156,902.94**. Supervisor Becker seconded the motion. Motion carried unanimously.

2. Approval of payroll register – Gross regular monthly pay of **\$7,744.01**

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

- G. Fire Department Report – There were 1 call out to Crescent Lake (fire on island); false alarm call at AmericInn on 7/23/2026
- H. Rescue Squad Report – 14 calls in August, additional AED received and set-up configuration will be done with Same Crowley later this week.
- I. Commissioner's Report – Update included that the County Board has met with all department heads to listen to their budget for 2027. The preliminary levy budget is set for the end of September. The past month has been busy with wildfire situation in BWCWA, and hopefully things have settled down now. NIMO group has left the Grand Marais Community Center, and the Forest Service has taken over control of the fire in Cook County. There was a well-qualified applicant pool for the open Emergency Management leadership position. An offer has been made, and the county is awaiting a response.
- J. Birch Grove Community Center
 - 1. Exterior Doors Exterior Doors & Bathroom Addition – The board reviewed initial design diagrams; next step is to get specs created in order to prepare for publication of bid for future construction.
 - 2. Bathroom Update – Will be seeking out a new plumber for the project
 - 3. Roof project update – Discussed the finalization of the roof project and payment. May call a contractor to take away the extra roof ballast rock.
 - 4. Parking lot sink hole – is caused by a rusted-out culvert. Cost would not require a bid. Chair Horak will contact various local contractors to see who can address it.

MOTION – Chair Horak motioned to transfer \$50,00 from Charles Schwab to Grand Marais checking account to cover the change order amount for roofing project. Supervisor Becker seconded the motion. Motion carried unanimously.

- K. Old Business
 - 1. Park Bench Installation – Chair Horak will complete
 - 2. MN Unemployment Wage Reporting & MN Paid Family & Medical Leave Reporting Updates – All reports through Q2 of 2026 have been submitted by clerk.
 - 3. West End Emergency Preparedness Fair Updates – Jane Eide discussed plans for Saturday's fair. Matt Becker will bring Tender #2 and Schroeder will bring their brush truck. Smokey the Bear will be present; Firewise personnel will be present; free sandwiches for all attendees and various booths, including a drone demonstration from Lutsen.
- L. New Business
 - 1. Purchase of New EMS Vehicle – Jana Sanders & Chief Jahnke presented a proposal that included design specs for a new EMS vehicle. The board discussed planning for the associated cost and asked that the Rescue Squad obtain proposals from additional companies. Tabled for review at the next meeting.
 - 2. EMS Invoices #100 & #102 – tabled until September meeting.
 - 3. Bluefin Bay Liquor License
 - Bluefin Grille – On Sale Intoxicating & Sunday Liquor License
 - Coho Café – On Sale wine & Beer License
 - Waves of Superior Café at Surfside – On Sale Wine & Beer License
 - 4. Tofte Bottle Shop Liquor License

MOTION – Chair Horak motioned to approve all liquor license renewals for Bluefin Management Group properties and renewal of the liquor license for the Tofte Bottle Shop. Motion was seconded by Supervisor Schmidt. Motion carried unanimously.

M. Citizen Comments – N/A

N. Next Meeting on Thursday, September 10, 2026

O. Chair Horak motioned to adjourn the meeting. Supervisor Schmidt seconded the motion. Meeting adjourned at 8:36pm.

Respectfully submitted,

Clerk Amy Brugge

Craig Horak, Chair

Teresa Schmidt, Vice Chair

Matt Becker, Supervisor

Amy Brugge, Clerk

Jennifer Yeary, Treasurer