

# 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 10<sup>th</sup> 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

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Craig Horak  
Chair Supervisor

X

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Samuel Crowley  
Vice Chair Supervisor