

AITKIN CITY COUNCIL MINUTES
REGULAR MEETING
AITKIN PUBLIC LIBRARY

November 4, 2024

6:00 p.m.

MEMBERS PRESENT: Interim Mayor Gary Tibbitts, Council Members Chris Dotzler, Jason Henke, Julie Miller & Kathy Galliger

MEMBERS ABSENT: None.

ALSO PRESENT: Street Supervisor Lon Nicko, Police Chief Colter Riedel, Kat Robb, Kevin Hoffman.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

- A motion to approve the agenda was made by Chris Dotzler, seconded by Julie Miller. The motion carried with all voting aye.

CONSENT AGENDA

The following items were included in the consent agenda:

- Minutes – Regular Council Meeting 10/21/2024
- Accounts Payable
 - City
 - Liquor Store
- Quadient Leasing USA Inc. – City Admin Postage Machine Contract

A motion to approve the consent agenda was made by Kathy Galliger, seconded by Jason Henke. Motion carried with all voting aye.

PUBLIC HEARING

- None.

MAYOR'S REPORT

ADMINISTRATION REPORT

OLD BUSINESS

- None.

NEW BUSINESS

- **City Resident Kevin Hoffman - Burning in city limits**
 - The City Council heard concerns from Kevin Hoffman regarding burning within city limits. Hoffman requested that the council and staff review the city's burning ordinance and consider adding restrictions on the days and times for recreational fires. Police Chief Riedel explained that because the current ordinance does not specifically address recreational fires, the Aitkin Police Department enforces state statute guidelines instead. Administrator Thompson shared that Hoffman had raised a similar complaint about burning in the city approximately a year and a half ago. At that time, the Fire Chief, Police Chief, and Administrator reviewed the ordinance and discovered that burn permits for yard waste were not allowed. As a result, the Administration stopped issuing burn permits, and Thompson worked with Glendon Nyberg from the DNR to ensure that city residents can no longer obtain burn permits directly or online from the DNR. However, it was concluded that recreational fires are still permitted in Aitkin, and there are currently no time restrictions for such fires. The Council will consider Mr. Hoffman's concerns as they move forward.
- **Liquor Store - Hire**
 - Liquor Store Manager Sam Keil and City Administrator Jen Thompson interviewed Jennifer Rollinger for the position of part-time liquor store clerk (14 hours per week or less) and recommended hiring her. Kathy Galliger moved to extend a conditional offer for the position at a Grade SS5, Step 1 (\$14.79 on the 2024 Wage Scale), contingent upon a background check. The motion was seconded by Jason Henke. The motion carried with all voting aye.
- **MOU AFSCME/City Admin Contract**
 - An MOU between the City of Aitkin and AFSCME Council 65 was presented to the Council. The MOU outlines the compensation structure for the new hire, specifying that if the selected candidate is hired before the end of the year, they will remain at the offered pay step through December 31, 2025, with no pay advancement until that date. It also confirms that a 2% Cost of Living Adjustment (COLA) will apply to the new hire in 2025. A motion to approve the MOU was

made by Jason Henke and seconded by Julie Miller. The motion carried with all voting aye.

- **Resolution No. 2024-11-04A**

- The Council reviewed Resolution No. 2024-11-04A, which authorizes the sale and acceptance of an offer to purchase PID 56-1-179201 (Bunker Hill property). A motion to approve the resolution was made by Kathy Galliger and seconded by Chris Dotzler. The motion carried with all voting aye.

PUBLIC WORKS

- **None.**

PLANNING & ZONING

- **None.**

BUDGET COMMITTEE

- **None.**

PARK COMMITTEE

- **None.**

LIBRARY BOARD

- **None.**

AIRPORT COMMISSION

- **None.**

PERSONNEL COMMITTEE

- The Personnel Committee met on October 28 to review the 11 applications received for the City Clerk position. After reviewing the applications, five candidates were selected for interviews, which will be conducted by the City Administrator and department heads. They will then narrow the field to two or three finalists, who will be interviewed by the Personnel Committee for final selection on November 25th.

EDA

- **Draft Minutes; 10/23/2024 Mtg.**

COMMENTS

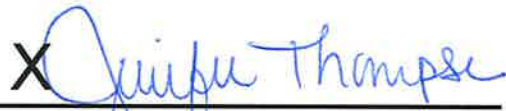
- **None.**

ADJOURNMENT

- A motion to adjourn the meeting at 6:45 pm was made by Chris Dotzler, seconded by Jason Henke. The motion carried with all voting aye.

X 

Gary Tibbitts
Mayor

X 

Jennifer Thompson
City Administrator