

AITKIN CITY COUNCIL MINUTES
REGULAR MEETING
AITKIN PUBLIC LIBRARY

September 15, 2025

6:00 p.m.

MEMBERS PRESENT: Mayor Gary Tibbitts, Council Members Julie Miller, Justin Cartie, Chris Dotzler, Jason Henke

MEMBERS ABSENT: None.

ALSO PRESENT: Street Supervisor Lon Nicko, Police Officer Cole Cobb, Tami Jacobs, Kat Robb

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following items were included in the consent agenda:

- Minutes – Regular Council Meeting 9/2/2025
- Accounts Payable
 - City
 - Liquor Store
- Financial Reports as of: 8/31/2025
- 2026 COA & PUC Agreement
- Riverside Pub Lease Agreement

A motion to approve the consent agenda was made by Jason Henke, seconded by Chris Dotzler. The motion carried with all voting aye.

PUBLIC HEARING

- None.

MAYOR'S REPORT

- The Groundbreaking Ceremony for the new Apartment Complex was on September 10th.
- Mayor Gary Tibbitts will attend the State of the Range 2025 on September 17th in Virginia, MN.

ADMINISTRATION REPORT

- The Pre-Con Mtg. with Widseth for the Firehall/Police Roof Repair was held on 9/8/2025. The anticipated start date is 9/22/2025 and the project is estimated to take 10-14 days to complete.

OLD BUSINESS

- None.

NEW BUSINESS

- **Water Storage Improvements – Pay Request No. 4**
 - The contractor submitted Pay Request No. 4 in the amount of \$278,474.89.

A motion to approve Pay Request No. 4 was made by Chris Dotzler, seconded by Julie Miller. The motion carried with all voting aye.

- **Cooperative Landscaping Agreement w/ MnDOT**
 - **Resolution No. 2025-09-15A**
 - MnDOT has agreed to provide \$8,000 for plants and materials to improve the roundabout. The Street Department will work with MnDOT to create a more visual appealing roundabout that requires less maintenance.

A motion to approve Resolution No. 2025-09-15A was made by Justin Cartie, seconded by Jason Henke. The motion carried with all voting aye.

- **Resolution No. 2025-09-15B Authorizing City to Repair Service Connections & Assess Said Repairs**

- Currently, there are 2 homeowners that are experiencing sewer line issues on their homestead property. If the homeowner is experiencing financial hardship, the Street Supervisor would hire a contractor, complete the necessary repairs, and recover the cost of said repairs from the property owners. The City would first invoice the property owners for cost of said repairs and then assess the cost against the homestead real property owned by the property owners if said invoice is not paid.

A motion to approve Resolution No. 2025-09-15B was made by Chris Dotzler, seconded by Justin Cartie. The motion carried with all voting aye.

- **Rooftop Unit – Aitkin Liquor/Riverside Pub**

- The City received 2 quotes from McGuire Mechanical. The standard cost estimate is \$24,297.77 and the second cost estimate including prevailing wage is \$25,377.77. An AEOA Grant Application was submitted, and if awarded the program would cover up to one-third of the project cost, or \$8,459.26, from the \$25,377.77 quote. Government entities are typically ineligible, program staff indicated that since the leased space is occupied by a privately owned business, the application may be considered. If the grant was not awarded, the lower quote would be funded from the 609 – Liquor Store Fund.

A motion to approve Rooftop Unit – Aitkin Liquor/Riverside Pub was made by Jason Henke, seconded by Julie Miller. The motion carried with all voting aye.

- **Resignation of 32 Hr. Liquor Store Clerk**

- The City received a resignation from a liquor store clerk in a 32-hour or less position. The City has been actively advertising to fill the position for over a month. In the future, an employee will be given an exit-interview/follow up when a resignation is given. City Administrator, Jen will look into the Workforce Center for potential new hires.

- **Resolution No. 2025-09-15C Interest Allocation**

- As a result of the last audit, it was suggested for interest to stay within the general fund with exceptions for the identified restricted or dedicated purpose fund to help build the balance in the general fund.

A motion to approve Resolution No. 2025-09-15C Interest Allocation was made by Justin Cartie, seconded by Chris Dotzler. The motion carried with all voting aye.

- **Resolution No. 2025-09-15D Adopting the 2026 Preliminary Budget and Tax Levy**

- Resolution No. 2025-09-15D, adopting the 2026 Preliminary Budget and Tax Levy, was presented to the council for consideration. The proposed preliminary levy increase is 6.94%, amounting to \$144,266 more than in 2025.
- **Set Truth-in-Taxation Budget Hearing for 12/1/2025 – 6:00 p.m. at the Aitkin Public Library**

A motion to approve Resolution No. 2025-09-15D Adopting the 2026 Preliminary Budget and Tax Levy and to set the Truth-in-Taxation Budget Hearing for 12/1/2025 – 6:00 p.m. at the Aitkin Public Library was made by Chris Dotzler, seconded by Jason Henke. The motion carried with all voting aye.

PUBLIC WORKS

- None.

BUDGET COMMITTEE

- None.

PLANNING & ZONING

- None.

PARK COMMITTEE

- None.

LIBRARY COMMITTEE

- 9/9/2025 Mtg. - Canceled

AIRPORT COMMISSION

- Draft Minutes - 8/28/2025 Mtg.

PERSONNEL COMMITTEE

- None.

EDA

- None.

COMMENTS FROM VISITORS

- None.

ADJOURNMENT

A motion to adjourn the meeting at 6:47 pm was made by Justin Cartie, seconded by Chris Dotzler. The motion carried with all voting aye.

X Gary L Tibbitts
Gary Tibbitts
Mayor

X Jennifer Thompson
Jennifer Thompson
City Administrator