

AITKIN CITY COUNCIL MINUTES  
REGULAR MEETING  
AITKIN PUBLIC LIBRARY

May 4, 2026

6:00 p.m.

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

**MEMBERS ABSENT:** None.

**ALSO PRESENT:** Street Supervisor Lon Nicko, Police Chief Colter Riedel, Assistant Chief Drew Boldt, Fire Chief Brian Pisarek, Accountant Stephanie Kinnamon, Ryan Kinnamon, Tami Jacobs, Mary Reedy

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

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

**CONSENT AGENDA**

The following items were included in the consent agenda:

- Minutes -- Regular Council Meeting 4/20/2026
- Accounts Payable
  - City
  - Liquor Store
- 26.03.17 PUC Minutes
- Resolution No. 2026-05-04A Accepting Donation to FD from the Class of 1963
- Special Event Permit – Dawson Strong Ride; 6/20/2026

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

**PUBLIC HEARING**

- None.

**PROCLAMATION RECOGNIZING MAYOR TIBBITTS**

Acting Mayor of the City of Aitkin, Jason Henke, presented a proclamation recognizing Mayor Gary Tibbitts as the Aitkin Chamber of Commerce 2026 Recipient of the Warren Potter Community Legacy Award. The Aitkin Chamber of Commerce annually presents the Warren Potter Community Legacy Award to honor individuals who demonstrate outstanding leadership, dedication, and a lasting impact on the community. The award recognizes those who inspire positive change through service, involvement, and commitment to others. Mayor Tibbitts is deeply dedicated to the Aitkin community, and it shows through his daily work, leadership, volunteer service, and continued investment in the people and future of the city. "It's all about Aitkin".

**MAYOR'S REPORT**

- Mayor Tibbitts thanked the Council and City Staff for being by his side at the Chamber Annual Dinner.

**ADMINISTRATION REPORT**

- None.

**OLD BUSINESS**

- None.

**NEW BUSINESS**

- **2025 Audit Presentation – Mary Reedy, Clifton Larson Allen**
  - Mary Reedy of Clifton Larson Allen presented the 2025 audit results to the council. Similar to prior years, three areas to continue to improve are auditor drafts financial statements and notes, lack of segregation of duties, and material audit adjustments.

A motion to approve the 2025 Audit Presentation was made by Jason Henke, seconded by Julie Miller. The motion carried with all voting aye.

- **ProWest GIS Proposal**
  - The City's current Web GIS mapping system has been identified as outdated and is no longer a viable long-term solution. Staff evaluated available options and recommend ProWest as it allows Public Works Staff to manage and update GIS data in-house. A one-time cost of \$19,220.95 to include data migration, training, review, documentation, GPS

receiver, and antenna pole. Annual costs to include subscription and online viewer of \$2,325. All costs have been accounted for in the 2026 budget. This equipment matches what PUC currently uses.

A motion to approve the ProWest GIS Proposal was made by Jason Henke, seconded by Justin Cartie. The motion carried with all voting aye.

- **Water Storage Improvements Pay Request No. 9**

- Pay Request No. 9 in the amount of \$279,110.00 for the Water Storage Improvements.

A motion to approve Pay Request No. 9 was made by Chris Dotzler, seconded by Justin Cartie. The motion carried with all voting aye.

- **WWTF Pay Application No. 6**

- Pay Application No. 6 in the amount of \$346,572.65 for the Wastewater Treatment Facility.
- The Rice Lake Project Manager asked Council Member Dotzler to have a newspaper article on the WWTF progress towards the completion of the project.

A motion to approve Pay Application No. 6 was made by Justin Cartie, seconded by Chris Dotzler. The motion carried with all voting aye.

- **Resolution No. 2026-05-04B Accepting MnDOT Active Transportation Planning Assistance Grant**

- The City was selected for funding through MnDOT's 2025 Active Transportation Program. Planning assistance will be provided by a MnDOT consultant and will benefit the City in multiple ways.

A motion to approve Resolution No. 2026-05-04B was made by Julie Miller, seconded by Chris Dotzler. The motion carried with all voting aye.

- **Resolution No. 2026-05-04C Acknowledge & Approve Acceptance of CEDA Rural Capacity Grant**

- The City was awarded CEDA's Rural Capacity Grant which includes 135 hours of technical assistance and support for economic development as well as \$13,500.

A motion to accept Resolution No. 2026-05-04C was made by Justin Cartie, seconded by Chris Dotzler. The motion carried with all voting aye.

- **New Hire Recommendation; Liquor Store Clerk**

A motion to extend an employment offer to Steve Loscheider at a Grade SS5, Step 1 of the 2026 Wage Scale contingent on a background check was made by Jason Henke, seconded by Julie Miller. The motion carried with all voting aye.

- **Resignation of Police Department Records Technician, Employee #8**

- Police Chief Riedel stated that the department will be at a huge loss for a little bit, but Employee #8 has a great opportunity with the BCA and are very happy and proud of her.
- Council Member Cartie extended his gratitude for Employee #8 and all that she has done for the City.

A motion to accept the resignation of the Police Department Records Technician, Employee #8 was made by Julie Miller, seconded by Justin Cartie. The motion carried with all voting aye.

- **Posting of the Police Department Records Technician Position**

A motion to approve the posting of the Police Department Records Technician Position was made by Julie Miller, seconded by Justin Cartie. The motion carried with all voting aye.

#### **PUBLIC WORKS**

- None.

#### **BUDGET COMMITTEE**

- None.

#### **PLANNING & ZONING**

- Draft Minutes; 4/15/2026 Mtg.

#### **PARK COMMITTEE**

- None.

#### **LIBRARY COMMITTEE**

- None.

#### **AIRPORT COMMISSION**

- May meeting has been moved to Wednesday, May 27<sup>th</sup> due to a scheduling conflict.

#### **PERSONNEL COMMITTEE**

- None.

#### **EDA**

- Draft Minutes; 4/16/2026 Mtg.
- Two special meetings have been called for 5/21/2026 & 6/18/2026

**TREE BOARD**

- None.

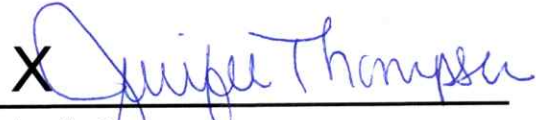
**COMMENTS FROM VISITORS**

- Council Member Dotzler met with the City Administrator in Crosby and informed the Council that she is a great resource.

**ADJOURNMENT**

A motion to adjourn the meeting at 6:51 pm was made by Justin Cartie, seconded by Chris Dotzler. The motion carried with all voting aye.

X   
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Gary Tibbitts  
Mayor

X   
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Jennifer Thompson  
City Administrator