



City of Hinckley

City Council Meeting Minutes

Tuesday, September 08, 2026, at 7:00 PM

Council Chambers (Community Room)

106 First Street SE, P. O. Box 366 | Tel: (320) 384.7491 | Fax: (320) 384.7492 | www.hinckleymn.gov

***Mayor and Councilmembers: Mayor Don Zeman | Councilmember Tim Burkhardt
Councilmember John Frank | Councilmember Judy Hopkins | Councilmember Jace Scharpnick***

1. Call to Order-Pledge of Allegiance

Zeman called the meeting to order at 7:00 p.m. and led the Council in the Pledge of Allegiance.

2. Approve Agenda

Motion made by Frank, Seconded by Hopkins, to approve the agenda as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins. Motion carried 5-0.

3. Minutes of Previous Meetings

A. August 10, 2026, Special & Summary Meeting Minutes

B. August 18, 2026, Special & Summary Meeting Minutes

C. August 20, 2026, Special & Summary Meeting Minutes

Motion made by Burkhardt, Seconded by Hopkins, to approve the minutes as presented.

Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

4. Public Hearings

A. Assessment of Past Due City Services

Motion made by Frank, Seconded by Burkhardt, to open the public hearing at 7:02 p.m.

Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Mayor Zeman called for public comments; none were heard. Hearing was left open until after item 8.D. At 7:53 p.m., Mayor Zeman called for final comments; none were heard. **Motion**

made by Burkhardt, Seconded by Hopkins, to close the public hearing at 7:54 p.m. Voting

Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

5. Consent Agenda (Those items listed under Consent Agenda are considered routine by the City Council and will be acted upon by one motion under this agenda item. There will be no separate discussion of these items unless the Mayor or a Councilmember so requests, in which event the item will be removed from the consent agenda and considered under New Business.)

A. Resolution 29-2026 Appoint Election Judges for the November 3, 2026, General Election

B. Resolution 31-2026 Hiring Barbara Hutchinson as Unpaid Volunteer First Responder

Motion made by Hopkins, Seconded by Scharpnick, to approve the consent agenda as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

6. Reports of Officers, Council Committees, & Citizens Committees

A. Pine County Sheriff- Calls were included in the packet. No deputy was present.

- B. Bolton & Menk- None
- C. PeopleService- July Maintenance Expenditures
- D. Building Official/Inspector - None
- E. Hinckley Fire Department
 - 1. Monthly Run Report- Runs 84-87
 - 2. August Grant/Donation Request- **Motion made by Hopkins, Seconded by Frank, to accept the Hinckley Fire and Hinckley Rescue Grant and Donation Requests. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- F. Firehouse Liquors - Monthly Report and Manager's Reports
 Manager Taggart presented his report. There will be some good game-day specials, and they are working to reduce inventory before the upcoming inventory count.
- G. Library- August Branch Highlights were included in the packet.
- H. Standing Committees
 - 1. Planning Commission-None
 - 2. Park Board- Councilmember Burkhardt reported that he is working on the next grant application. The early deadline is October 1, 2026; applying by then may improve the chances of funding for next year's Sweet Summer Sounds
 - 3. EDA- August 18, 2026, Minutes- Burkhardt also briefly touched on the EDA meeting, which included discussion on items that are included later in the meeting.

7. Unfinished Business

- A. 2025 Budget Update
 The packet included the unaudited August financials. Expenses are meeting budget expectations.
- B. Hinckley Finlayson Elementary School Safety Zone Request
 Mike McNaulty, the new Hinckley-Finlayson Superintendent, was present to introduce himself and support Elementary Principal Bonnie Scullard's request for the Hinckley Elementary School Safety Zone, which includes adding a no-parking zone on the west side of Blair Ave S along the area corresponding to the exit doors on the elementary school during school days from 7:30 a.m. to 4:30 p.m. and adding some additional signage at the crosswalk and in the school zone area. **Motion made by Hopkins, Seconded by Burkhardt, to approve the school zone parking restrictions as well as the additional signs clarifying the school zone and crosswalk. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- C. 2027 Preliminary Budget & Levy
 The packet included the Preliminary Summary Budget and Levy. Jackson presented the highlights for the different funds. The overall Preliminary Budget was \$7,031,125, with the Levy being \$1,343,446. As in previous years, the levy includes a 2-percentage-point cushion from the discussion in the August 10, 2026, work session meeting. Also included were the notes from the Capital Project & Financial Planning meeting with Mike Bubany of David & Drown, held on August 28, 2026. **Motion made by Burkhardt, Seconded by Hopkins, to approve the 2027 Preliminary Budget and Levy as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

- D. Liquor Store Custodian Job Description Update
Staff sent the job description, updated at the August 18, 2026, meeting, to an employment and labor attorney at Flaherty & Hood for feedback, and the attorney suggested adding language to the General Statement of Duties clarifying the position's hours. We incorporated this language into the job description and need Council's approval. **Motion made by Hopkins, Seconded by Scharpnick, to approve the updated job description for Liquor Store Custodian. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- E. Bollig Engineering- USDOT Thriving Communities & Empowering Small MN Communities
Through work with USDOT Thriving Communities, the City and Bollig Engineering began wayfinding, including preliminary designs, as documented in the attached final Conceptual Design Report. Attached is a proposal (Task Order and overarching agreement) from Bollig Engineering to continue the work already started and finish out the wayfinding plan, which we can use to help direct visitors around our community. The City applied for and was selected for the 2024 round of the Empowering Small MN Communities program. The program included \$13,000 to further our efforts in the area we were awarded. The Hinckley EDA approved funding the remaining balance at its September 8, 2026, meeting. **Motion made by Frank, Seconded by Scharpnick, to approve Bollig Engineering's proposal to complete the Community Wayfinding Plan (Task Order 1) in an amount not to exceed \$20,000. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- F. Housing Needs Analysis Proposals
The City issued a Request for Proposals (RFP) to solicit proposals for a Housing Needs Analysis to encourage and support investment in housing initiatives; we received nine (9) proposals. The City of Hinckley was awarded grant funding from the Initiative Foundation to update our housing study, last completed in 2018. Although we applied for the maximum grant amount of \$10,000, we were awarded \$5,000. At its September 8, 2026, meeting, the Hinckley EDA moved to fund the balance of the proposal. The City Council would still need to select and accept a proposal to move forward. **Motion made by Scharpnick, Seconded by Frank, to accept the Housing Needs Analysis proposal from Maxfield Research & Consulting for \$17,000, including expected travel expenses. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

8. New Business

- A. City Vision/Future Planning-
None
- B. Internal Control Procedure Policy Update
Staff presented a redlined copy of the Internal Controls Procedure Policy. Council would like staff to send it to the attorney and auditor for feedback before approval.
- C. Pine Soil and Water Conservation District Letter of Support Request
Nick Foss from the Pine County Soil and Water Conservation District is preparing a grant application to the MNDNR's 2026 Protection Community Forests for Community Resiliency Grant and is asking the City of Hinckley for a letter of support to include with the grant. **Motion made by Hopkins, Seconded by Frank, to submit a letter of support for the Pine County Soil and Water Conservation District's application to the MNDNR 2026 Protection Community Forests for Community Resiliency Grant. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- D. Pine County- Family Dollar Property Sewer Main Extension

The City has been working with Pine County to install a sewer main stub across Fire Monument Rd at McGowan Ave S to support the future development of the Family Dollar property. The County can complete this work as part of its project, with the City reimbursing the direct costs. The estimated cost of the work is \$24,039.40; with a 10% contingency, it is \$26,443.34. **Motion made by Hopkins, Seconded by Frank, to approve the payment to the County, reimbursing them for the project's direct costs estimated at \$26,443.34. Voting Yea: Mayor Zeman, Burkhardt, Scharpnick. Motion carried 5-0.**

- E. Resolution 30-2026 Certifying Assessment of Unpaid City Charges- City Services Notices were sent to those on the list. City Hall received no comments, and none were offered during the public hearing. **Motion made by Frank, Seconded by Scharpnick, to approve Resolution 30-2026 Certifying Assessment of Unpaid City Charges- City Services. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

9. Presentation of Claims

- A. General Fund Payables - \$218,420.27
- B. Firehouse Payables - \$265,866.78
- C. EDA Payables - \$67.26
- D. Payroll Payables - \$54,904.65

Motion made by Frank, Seconded by Burkhardt, to approve the claims as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

10. Notices and Communications

- A. MN DNR Drought Warning Phase- Notice of St. Croix River basin watershed inclusion in the Drought Warning Response Phase was included in the packet.
- B. MN Department of Agriculture Emerald Ash Borer Notification- Emerald ash borer was discovered in the City of Hinckley. Residents are encouraged to look for signs of emerald ash borer. More information can be found at www.mda.state.mn.us/eab.
- C. 19 Notices have been sent out to properties for various issues since July 17th, and a total of 12 Administrative Citations have been sent out in 2026.

11. Presentation of Petitions, Complaints, and Requests (3 minutes each)

None

12. Adjournment

Motion made by Hopkins, Seconded by Frank, to adjourn the meeting at 8:00 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Don Zeman, Mayor

Attest:

Leaha Jackson, City Administrator