



City of Hinckley

City Council Meeting Minutes

Tuesday, April 14, 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***

PRESENT: Mayor Donald Zeman, Tim Burkhardt, John Frank, Judy Hopkins, Jace Scharpnick. ABSENT: None.

ALSO PRESENT: City Administrator Leaha Jackson, Firehouse Manager Phil Taggart, Fire Chief Elliot Golly, Chief Deputy Scott Grice, Pine County Sheriff's Office, Joel Virtue, Hinckley Area Chamber of Commerce, and Sierra Kingen, North Pine County News.

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 Hopkins, Seconded by Scharpnick, to approve the agenda with the addition of 8I MN Mayor's Letter: Paid Family Medical Leave and 8J City Attorney Notice of Retirement. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

3. Minutes of Previous Meetings

A. March 23, 2026, Special & Summary Minutes

Motion made by Frank, 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. Proposed Ordinance 02-2026 Park & Recreation Advisory Board

Mayor Zeman opened the public hearing at 7:01 p.m. Administrator Jackson gave a brief overview of the proposed ordinance. Mayor Zeman called for comments, but none were received. The public hearing was left open until after item 7A. Mayor Zeman again called for public comments at 7:23 p.m., with none heard. **Motion made by Frank, Seconded by Scharpnick, to close the public hearing at 7:23 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. American Legion Post 388- Temporary Liquor License- June 26 & 27, 2026

- B. Accept Resignation of Cheyanna Larson, Bartender/Retail Clerk, as of March 19, 2026
Motion made by Frank, 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 - Feb 16, 2026, was missed in the last council packet. Calls were included in the packet. Chief Deputy Grice reported that it is starting to pick up for the season.
- B. Bolton & Menk-
 - 1. MPCA FY26 Planning SWC Grant Notice of Non-Selection
- C. PeopleService
 - 1. MN Rural Water Extra Mile Award, Jerry Williams, PeopleService. Council took a moment to recognize Mr. Williams for his award.
 - 2. MPCA PFAS Source Identification & Reduction Strategy Grant- Invoice 03- **Motion made by Burkhardt, Seconded by Hopkins, to approve the MPCA PFAS Source Identification & Reduction Strategy Grant- Invoice 03 request. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
 - 3. MPCA PFAS Source Identification & Reduction Strategy Grant- Activity Update- PeopleService included a Grant Activity Update noting that no PFAS was detected in influent samples from the wastewater treatment plant, but PFAS was detected in the biosolids digester sample.
- D. Building Official/Inspector- None.
- E. Hinckley Fire Department
 - 1. Monthly Run Report- Calls 22-25 were included in the packet.
 - 2. Monthly Grant & Donation- DNR 50/50 Grant Application Request- Fire Chief Golly presented on the MN DNR 50/50 Grant Request. The department has been evaluating radio equipment, and with prices rising, they are considering a new brand. Councilmember Burkhardt asked how many, with Golly responding that they would be looking to replace them all. Jackson noted this grant would cover the cost of about three radios. **Motion made by Burkhardt, Seconded by Hopkins, to approve the application to the MN DNR 50/50 Grant for communication equipment. Voting Yea: Mayor Zeman, Burkhardt, Hopkins, Scharpnick. Voting Abstaining: Frank. Motion carried 4-0.**
 - 3. Resignations: Dan Bergin & Corrine Bergin- **Motion made by Frank, Seconded by Hopkins to accept the resignation of Dan Bergin and Corrine Bergin effective March 17, 2026. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- F. Firehouse Liquors - March Monthly Report and Manager's Reports- Manager Taggart presented his Manager's Report. He is confident they can maintain margins and pricing while keeping inventory lower. He is looking forward to attending the Annual MMBA Conference later this week. The unaudited March financials were included in the packet.
- G. Library- March Branch Highlights- March highlights included 920 visitors to the library, 469 reference questions answered, 53 library program attendees, and 145 passive program participants.
- H. Standing Committees

1. Planning Commission- None
2. Park Board- None
3. EDA- March 10, 2026, Minutes

7. Unfinished Business

- A. 2025 Budget Update
The unaudited March financials were included in the packet. Jackson noted some of the larger expenses, including the insurance claim at City Hall and the repair of the Green 1-ton Public Works truck.
- B. Ordinance 02-2026 Park & Recreation Advisory Board
Jackson noted that the whole ordinance will be published in the North Pine County News, as it is not that lengthy. **Motion made by Hopkins, Seconded by Burkhardt, to approve Ordinance 02-2026 Park & Recreation Advisory Board. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- C. Resolution 12-2026 Designating Authorized Signers- Greater Minnesota Small Cities (Tier II) Housing Aid Grant Program
As part of the award, the State is requiring the City to submit a document listing the authorized signers. **Motion made by Frank, Seconded by Hopkins, to approve Resolution 12-2026 Designating Authorized Signers- Greater Minnesota Small Cities (Tier II) Housing Aid Grant Program, designating the City Administrator and Mayor as the authorized signers. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

8. New Business

- A. City Vision/Future Planning
Councilmember Frank asked whether we are still considering installing automated locks for the bathroom at Legion Park. Jackson responded that we are waiting on a quote from the locksmith.
- B. Housing Study Update- Initiative Foundation Grant Application
The City of Hinckley last commissioned a housing study in 2018. Developers and financiers use this information when considering investing resources in a community, but they normally need information that is no more than 5 years old. The Initiative Foundation awards grants for projects and programs that empower people across Central Minnesota to build a thriving economy, vibrant communities, and a lasting culture of generosity. They have an Economic/Community/Workforce Development grant opportunity of up to \$10,000 opening April 21, 2026, which would be a good fit for a housing study update. Information on the grant was included in the packet. Also included in the packet was a draft Request for Proposals to update the City of Hinckley's Housing Study. One councilmember asked whether the EDA would fund the rest, and Jackson replied that it fits within their mission and requested it of the board; they seemed to be in favor. **Motion made by Frank, Seconded by Burkhardt, to approve the application to the Initiative Foundation's Economic Development, Community & Workforce Grants and the draft Request for Proposals- City of Hinckley Housing Needs Analysis 2026. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- C. Water Treatment Plant Dehumidifier Replacement
Jerry Williams from PeopleService contacted multiple contractors to obtain quotes to replace the dehumidifier at Well House 2. Only two companies, D&E Heating & Air Conditioning and

AHR Sales & 24 Hour Service, submitted quotes. Jackson also submitted a request through the Sourcewell contract, but received no replies. **Motion made by Burkhardt, Seconded by Hopkins, to approve the quote from D&E Heating & Air Conditioning for \$45,700 to replace the 3-ton capacity dehumidifier. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 5-0.** There is also a smaller dehumidifier that needs to be replaced at Well House 1. **Motion made by Frank, Seconded by Hopkins, to approve the replacement of the dehumidifier at Well House 1 up to \$10,000. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 5-0.**

- D. Lions Donation Request for Hinckley Community Center Floor Scrubber
The current floor cleaning machine at the Community Center is no longer working properly. Staff has researched replacements and is asking Council to consider submitting a donation request to the Hinckley Lions to help cover the cost of replacing it. **Motion made by Hopkins, Seconded by Frank, to approve the donation request of \$5,000 to the Hinckley Lions for a floor scrubber at the Hinckley Community Center. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- E. USDOT Safe Streets For All (SS4A) Grant Program
Jackson provided information on the SS4A program and how it could fit into the City's work through the USDOT's Thriving Communities Program. There are two possible options for the group to return to the Council for consideration: the first is an application to the implementation track to complete a project, and the other is an application to the planning track to complete a Comprehensive Safety Action Plan. We will know more after the technical assistance team meets on Thursday.
- F. Safety Action Plan Task Force
As part of the UDOT Thriving Communities Program, the team has been working to identify areas of concern in our community. To apply to programs like the USDOT's Safe Streets for All (SS4A), the City needs a Comprehensive Safety Action Plan. Part of this includes identifying and charging a task force to develop, implement, and monitor the plan. **Motion made by Burkhardt, Seconded by Hopkins, to designate the City Administrator, Planning & Zoning Administrator, Mayor, and the US DOT Thriving Communities Technical Assistance team as the Safety Action Plan Task Force, charged with developing and designing the plan, and designate the City Administrator, Planning & Zoning Administrator, and Mayor as responsible for implementing and continuing to monitor the plan. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- G. 2026 Road Maintenance
Staff contacted a contractor through the Sourcewell contract to get a cost estimate for replacing the Firehouse parking lot and 1st ST SE/Power Ave N. More information will be coming for this in the future. Staff has also put together a draft Request for Quotes to add aggregate to the shoulder of Lady Luck Drive. **Motion made by Burkhardt, Seconded by Hopkins, to approve and publish the Request for Quotes for shoulder work on Lady Luck Drive. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.** While meeting with the County Engineers' office to discuss work through the USDOT Thriving Community program, staff learned that the County is currently preparing plans for work on Hwy 48/Fire Monument Road and Old Hwy 61. The City needs to identify any utility or safety improvements we would like to do ASAP. **Motion made by Frank, Seconded by Hopkins, to direct staff to work with Bolton & Menk to look at utility issues along the**

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

H. Summary Enforcement and Abatement 207 4th St SE

Notices were sent to the property owner on record regarding the presence of furniture, appliances, tires, and miscellaneous items stored outside, with a deadline of April 6, 2026. The violation was not corrected upon reinspection. **Motion made by Burkhardt, Seconded by Hopkins, to approve Summary Enforcement and Abatement for 207 4th St SE to be completed on the property, with all costs charged back to the property. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

I. MN Mayor's Letter: Paid Family Medical Leave

Mayor Zeman wanted the Council to consider whether they would like him to sign the MN Mayor's Letter included in the packet. The deadline is not until May 13. Council would like to take time to consider this and bring it to the next meeting.

J. City Attorney Notice of Retirement

The City received notice on April 10, 2026, from Kevin Hofstad of his retirement effective May 31, 2026. Some items currently need the City Attorney's attention. Staff will contact other local cities to see who they use or recommend while waiting for a recommendation from the current Attorney, Kevin Hofstad. The City could also issue an RFP for a new City Attorney. Jackson will look on League of MN Cities for a sample RFP. **Motion made by Burkhardt, Seconded by Hopkins, to find an attorney to work with for current issues and to come back with an RFP. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

9. Presentation of Claims

- A. General Fund Payables- \$153,762.51
- B. Firehouse Payables- \$218,452.12
- C. EDA Payables- \$67.26
- D. Payroll Payables- \$38,817.43

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

10. Notices and Communications

- A. Hinckley Board of Appeal and Equalization- April 15, 2026, 8:00 AM at the Pine County Courthouse. *Council does not need to be present; the County runs this meeting. It is more like open counter hours for property owners.*
- B. Fox 9 Town Ball Tour will be in Hinckley on July 1, 2026, for the Hinckley Knights game. Live broadcast starting at 5 p.m. at Brennan Field. <https://www.fox9.com/news/town-ball-tour-schedule-2026>
- C. Initiative Foundation 40 Years- Thanking the community for its support over the years.

11. Presentation of Petitions, Complaints, and Requests (3 minutes each)- None.

12. Closed Session - None

13. Adjournment

Motion made by Burkhardt, Seconded by Hopkins, to adjourn the meeting at 8:05 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Don Zeman, Mayor

Attest:

Leaha Jackson, City Administrator