



City of Hinckley

City Council Special Meeting Minutes

Monday, August 10, 2026 at 4:30 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

Zeman called the meeting to order at 4:30 p.m.

2. Approve Agenda

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

3. Unfinished Business

A. City Attorney RFP

Councilmembers were provided with the City Civil Attorney proposals submitted. Staff asked if Council would like to conduct interviews or see this on a future council agenda for action. Councilmembers felt there was enough information in the proposals to add this to the agenda for the next regular meeting.

B. Community Center Door Replacement RFP

The submitted proposals were provided to Councilmembers. Councilmembers had two questions: whether the quoted doors are insulated and an approximate timeline for their replacement. This item will be brought back to the next council meeting.

C. Sheriff's Contract

Staff let the councilmembers know the group had met and that the outcome would be proposed at the next regular meeting.

4. New Business

A. 2027 Budget Workshop

Jackson went through the budget as provided. On the Levy Budget worksheet, the 2027 Proposed Tax Capacity Value was not available, so the 2026 value was used for now. This will be updated once the County has its numbers.

101- There was some discussion on welcome signs. One example noted was Mora's, and the thought is to do one once a year. Staff will look into other cities to get a feel for costs and the process.

205- Council would like to see about getting the Lion's Head fountain fixed; some provision should be made in the budget for that. There has been an amount for the last few years for the HVAC discussion; we discussed getting an updated quote to replace it. Council would also

like to add \$10k to the annual savings for this, bringing the total to \$20k per year. The new front door will have mag-lock capabilities, and staff would like to look into switching the lock to keycard/app access.

221- The proposed budget was set earlier in the year to coincide with Township Fire Contracts, and no changes are expected.351- No special notes.400- Includes Small Cities Assistance (SMA) that is provided for street maintenance and the same contribution from Liquor as in 2026. The SMA has not been coming in at the amounts they forecast, so the amount budgeted is smaller, leaving \$8,000 less in the fund than in 2026.460- No changes from 2026.

601 & 601- The depreciation amounts are placeholders for the amounts we should allocate to future significant projects/expenses. Updated the rate increase in 601 to 1% instead of 2%. After accounting for depreciation, neither fund is cash-flowing.

609- Firehouse Manager Phil Taggart was present remotely to go through his numbers, which were provided on the worksheet, to compare them with what Administrator Jackson estimated. A few adjustments were made along the way. A discussion was held on how to include the annual expense for the security and access system in the financials; staff will look into options. There are a few projects to consider: bar, siding, parking lot, etc. One councilmember mentioned that his work allows employees to sign a waiver to take a 20-minute paid break instead.

700- No special notes.

After these updates, the levy tax rate came in under the current percentage. There is still some uncertainty regarding expenses, including insurance, and the Council would like to maintain the rate at 48.34% for the final budget and levy, but for the preliminary budget would like a couple of percent for some of those unknowns.

5. Adjournment

Motion made by Burkhardt, Seconded by Hopkins, to adjourn at 7:09 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.