



City of Hinckley

Hinckley Economic Development Authority Meeting Minutes

Tuesday, July 14, 2026, at 12:00 PM

Council Chambers (Community Room)

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

1. Call to Order

Pursuant to due call and notice, the regular meeting of the Hinckley Economic Development Authority was called to order by EDA Vice President Reid Davis on Tuesday, July 14, 2026, at 12:01 p.m.

Members present: EDA Commission Members: Reid Davis, Tim Burkhardt, Don Zeman, with Dave Ubl arriving at 12:06 p.m. Members absent: Wayne Cessna and Pine County EDA Coordinator Lezlie Sauter. Also present are City Administrator Leah Jackson and Planning and Zoning Administrator Mark Perry.

2. Approve Agenda

Motion made by Burkhardt, Seconded by Zeman, to approve the agenda as presented. Voting Yea: Davis, Zeman, Burkhardt. Motion carried 3-0.

3. Minutes

A. March 10, 2026, Regular Meeting Minutes

Motion made by Burkhardt, Seconded by Zeman, to approve the March 10, 2026, Minutes. Voting Yea: Davis, Zeman, Burkhardt. Motion carried 3-0.

4. EDA Payables/Financials

- A. March 2026 Financials & Payables- \$67.26
- B. April 2026 Financials & Payables- \$735.00
- C. May 2026 Financials & Payables- \$1,738.20
- D. June 2026 Financials & Payables- \$559.65

Motion made by Zeman, Seconded by Davis, to approve the March - June 2026 Financials & Payables. Voting Yea: Davis, Zeman, Burkhardt. Motion carried 3-0.

5. New Business

A. 2027 Proposed Budget

Motion made by Zeman, Seconded by Davis, to approve the proposed 2027 Budget as presented. Voting Yea: Davis, Zeman, Burkhardt, Ubl. Motion carried 4-0.

B. Main St Buildings

Discussion was held about buildings on Main St and whether there would be any interest in obtaining one if it came up for sale. Normally the turnaround is quick on buildings, so thinking about this ahead of time makes sense. Staff noted there are some programs like DEED's Brownfields Redevelopment program, although these funds are historically limited and very

competitive. Also, the EDA would need a plan of what they would want to do with the building, and it would need to fit into the City's Comprehensive Plan and the mission of the EDA.

6. Old Business

A. Housing Study Update – Initiative Foundation Grant

The City of Hinckley applied for an Initiative Foundation Grant to help with the cost of updating the 2018 Housing Study and was awarded \$5,000. Also included was a draft RFP to update the study. The EDA may be asked to help fund it once the proposals are received. **Motion made by Burkhardt, Seconded by Zeman, to approve the award of \$5,000 from the Initiative Foundation and to send out the draft RFP- City of Hinckley Housing Needs Analysis 2026. Voting Yea: Davis, Zeman. Motion carried 4-0.**

B. Business Retention and Expansion (BRE) Course- May 20-21, 2026, Update

Staff presented some takeaways from the Business Retention and Expansion (BRE) Course held by the University of MN Extension Office Department of Community Development. The consensus was that it was a good experience, and if we did the program as it is presented through the UofM Extension Office, it would be a 2–7-year process and would require community help. Also noted was that most jobs are out of current businesses, not new ones.

7. Open Forum- none

8. Miscellaneous

A. Pine County Small Business Series

Bookkeeping for Non-Accountants, September 17, 2026, Pine County Courthouse
Starting a Small Business 101- September 29, 2026, Pine County Courthouse
Legacy Planning- October 8, 2026, Pine County Courthouse
Buying a Business Basics- October 8, 2026, Pine County Courthouse
Register at www.northcentralsbdc.com/workshops-and-events

B. Small Cities Development Program Application for owner-occupied housing rehab was submitted

9. Adjournment

Motion made by Zeman, Seconded by Ubl, to adjourn the meeting at 12:42 p.m. Voting Yea: Davis, Zeman, Burkhardt, Ubl. Motion carried 4-0.

Attest:

Wayne Cessna, President

Secretary Leah M. Jackson