



City of Hinckley

City Council Meeting Minutes

Tuesday, June 10, 2025, 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. STAFF PRESENT: City Administrator Leaha Jackson, Fire Chief Elliot Golly, Pine County Chief Deputy Scott Grice, Joel Virtue, Hinckley Chamber of Commerce, Douglas Driver.

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 Burkhardt, Seconded by Hopkins, to approve the agenda with the addition of 6C7. PeopleService Response to NOV & LOW, 6F Firehouse Liquors Managers Report, and 8D Summary Enforcement & Abatement 205 1st St NW. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

3. Minutes of Previous Meetings

A. May 13, 2025, Regular Meeting & Summary Minutes

Councilmember Frank pointed out that item 8F should be reflected as \$0.05 to \$0.50 in the May 13, 2025, regular and summary minutes. **Motion made by Frank, Seconded by Scharpnick, to approve the minutes with the changes. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

4. Public Hearings

None

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 27-2025 Accepting Donation from Daniel & Bonita Cabak for Parks

B. Resolution 28-2025 Accepting Donation from Berkshire Hathaway (Tyler Hoffman) for Ground Fill at Public Safety Building

C. Resolution 29-2025 Accepting Donation from Fire Relief Association for Chairs and Rugs at Public Safety Building

D. Resolution 30-2025 Accepting Donation from Hinckley Lions for Public Safety Building Vacuum

E. Hinckley Fire Relief- Temporary Liquor License- October 4, 2025

F. Hinckley Fire Relief Association Raffle- October 4, 2025

Motion made by Burkhardt, Seconded by Hopkins, 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.

B. Bolton & Menk- None

C. PeopleService

1. April 2025 Operating & Maintenance Report

2. MPCA PFAS Source Identification and Reduction Grant Award- \$47,000. **Motion made by Hopkins, Seconded by Frank, to approve the MPCA PFAS Source Identification and Reduction Grant Award. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

3. Lift Station #8 & #3 Generator Repairs

4. MPCA Water Treatment Plant Inspection

5. MPCA Water Treatment Plant NOV

6. MPCA Wastewater Treatment Plant Inspection

7. PeopleService Response to NOV & LOW

Administrator Jackson noted that they will be discussing the NOV and LOW with PeopleService.

D. Building Official/Inspector

1. Wellhead Protection Plan Part II Public Hearing Notice- August 12, 2025.

E. Hinckley Fire Department

1. Monthly Run Report- 60-74 were included in the packet.

2. Resolution 31-2025 Hiring Ring, Walker, and Hall as Volunteer First Responders with the City of Hinckley. **Motion made by Burkhardt, Seconded by Hopkins, to approve Resolution 31-2025 Hiring Ring, Walker, and Hall as Volunteer First Responders with the City of Hinckley. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

3. Resolution 32-2025 Hiring Levi Hall as Paid-On-Call Firefighter. **Motion made by Hopkins, Seconded by Scharpnick, to approve Resolution 32-2025 Hiring Levi Hall as Paid-On-Call Firefighter. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion Carried 5-0.**

F. Firehouse Liquors - Financials were unavailable, but the Manager's Report was included.

G. Library- May highlights were included in the packet.

H. Standing Committees

1. Planning Commission- none

2. Park Board- Councilmember Burkhardt reported that the first event will be this week at 6:30.

3. EDA- none

7. Unfinished Business

- A. 2025 Budget Update
The unaudited May financials were included in the packet. Administrator Jackson noted that they are still waiting for the invoices for some of the Community Center charges to arrive. Revenue from water and sewer was down compared to 2024, and they are still looking for the water pumped but not billed. Liquor Fund financials were not available and will be provided at a later date. Councilmembers asked if staff knew if NLX dollars would be available to cities for street maintenance. Jackson responded that she has not heard.
- B. USDOT Thriving Communities Update
An update was provided in the packet, including the Community Work Plan and the Scope of Work for the City of Hinckley Main Street Infrastructure and Pedestrian Safety Improvements. The Community Work Plan is the document that will drive the rest of the work through the US DOT Thriving Communities program. The Scope of Work will be used to solicit an engineering consultant to be funded through a sub-award of the program.
- C. Compost Pile
Staff was asked to investigate the possible use by commercial entities and non-residents. It was found that we do not have the capacity for this, due to both staffing and site limitations.

8. New Business

- A. City Vision/Future Planning
A discussion was held regarding the responsibility of streetlights and whether there is an option for a brighter light at 2nd and 1st St S. Streetlights are the City's responsibility and are generally placed at intersections for safety purposes. Individual property owners have the option to add additional lighting to their property if needed. Staff will explore options for adjusting the brightness of the streetlights.
- B. 2024 Audit Presentation & Acceptance
Staff provided the Council with the 2024 Audited Financial Statements and Executive Summary. Kasey Thom of Eide Bailly attended remotely to present the Executive Summary and answer any questions the Council may have. The City received an unmodified opinion over the Liquor Funds, Business-Type Activities, and the remaining opinion units. The City was found to have material weaknesses in the preparation of financial statements, segregation of duties, and material journal entries, primarily due to its small staff size. These weaknesses are consistently identified and are typical of small cities. No legal compliance issues were found. The council had no concerns over the prepared statements. **Motion made by Burkhardt, Seconded by Hopkins, to approve the 2024 Audited Financial Statements and Executive Summary as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- C. North Pine Area Hospital District Board Update
The district has purchased a new machine to clean equipment, enabling more colonoscopy procedures to be completed. They have also experienced success with the nursing program and urgent care at Essentia Hinckley, doing better than anticipated.
- D. Summary Enforcement and Abatement 205 1st St NW
Notices were sent to the property owner on record regarding the presence of long grass, weeds, and garbage, with a deadline of June 9, 2025. The garbage violation has been corrected, but the grass and weeds remain present. **Motion made by Frank, Seconded by Scharpnick, to approve Summary Enforcement and Abatement for 205 1st St NW to be**

completed with all costs charged to the property. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

9. Presentation of Claims

- A. General Fund Payables - \$127,473.11
- B. Firehouse Payables - \$265,388.50
- C. EDA Payables - \$0.00
- D. Payroll Payables - \$40,867.44

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

10. Notices and Communications

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

12. Closed Session - None

13. Adjournment

Motion made by Frank, Seconded by Scharpnick, to adjourn the meeting at 8:06 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Don Zeman, Mayor

Attest:

Leaha Jackson, City Administrator