



City of Hinckley

City Council Meeting Minutes

Tuesday, April 08, 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, Phillip Sam, MLCV Circle Sage, and Joel Virtue, Hinckley Chamber of Commerce.

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 Frank, to approve the agenda with the addition of item 8F Seasonal Public Works Job Description. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

3. Minutes of Previous Meetings

- A. February 27, 2025 Township Fire Contract Meeting Minutes
- B. March 11, 2025 Regular Meeting & Summary 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 - 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 13-2025 Declaring Surplus Property and Authorizing the Sale of the Same
- B. Thank You Letter to State Legislators for Arts and Cultural Heritage Fund Support
- C. Resolution 14-2025 Certifying Unpaid Charges - W/S

Motion made by Frank, Seconded by Burkhardt, 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

Nothing new to report, just waiting on the Governor's Budget.

B. Bolton & Menk- None

C. PeopleService

February and March Operating and Maintenance Reports were included in the packet.

D. Building Official/Inspector

1. Minor Subdivision Request- Mille Lacs Corporate Ventures

Motion made by Burkhardt, Seconded by Scharpnick, to approve the minor subdivision request by Mille Lacs Corporate Ventures 40.0154.007, 40.0154.008, and 40.0154.009.

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

E. Hinckley Fire Department

1. Monthly Run Report- Runs 30-40 are included in the packet.

2. Leave of Absence Requests- **Motion made by Frank, Seconded by Hopkins, to approve the six-month leave of absence for Corrine and Daniel Bergin effective March 1, 2025. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

3. Hinckley Rescue Bylaws- Discussion was held on the Hinckley Rescue Bylaws. Chief Elliot gave a brief introduction, explaining that they have been working on these for a few years. Chief Elliot and Administrator Jackson found a few updates that they would incorporate into the language. Staff is presenting this to Council to take a month to review the language and revisit it next month. Chief Elliot noted that the calls, training, and meetings are all unpaid; there is no PERA or other retirement, and it is strictly voluntary.

F. Firehouse Liquors - Monthly Report and Manager's Reports- The March monthly financials and Manager's Report were included in the packet. Manager Taggart reported they are starting to see an increase in traffic, and operating costs were a little higher. Taggart also noted the glycol cooler is out, and we will need to look at options for replacing or repairing it. We hope to have an update on this at the next meeting.

G. Library - March 2025 Highlights- Branch Librarian Nora Hinton is working to establish a Friends of the Library group.

H. Standing Committees

1. Planning Commission- None

2. Park Board- A grant training session is scheduled for the ECRAC Sweet Summer Sounds grant.

3. EDA - None

7. Unfinished Business

A. 2024 Budget Update

The unaudited March financials were included in the packet. Jackson noted there are still some significant expenses to come through for the Community Center repairs. Staff is still trying to track down what appears to be some missing water. The audit is finishing up, and we should have the presentation at either the next meeting or the one after that. Councilmember Burkhardt asked if the hydrant flushing was completed. Jackson noted that, due to the weather, this task had been extended by two weeks.

B. Resolution 16-2025 Appointing Branden Vork as Public Works Maintenance Worker

Mr. Vork has worked for the City as a temporary employee for the last few years and has been a good worker. **Motion made by Hopkins, Seconded by Burkhardt, to approve Resolution 16-2025, Appointing Branden Vork as Public Works Maintenance Worker. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

8. New Business

A. City Vision/Future Planning

The City Hall Open House is set for May 19, 2025, from 4:30 p.m. to 6:30 p.m. Staff is working on coordinating with contractors to have them there and have some potential updates for Legion Park for residents to vote on. Councilmember Scharpnick asked if we had an update on the Grindstone Dam removal. The Mayor responded that it is now just waiting for funding, and councilmember Frank directed people with questions to contact the Fisheries office.

B. Resolution 15-2025 Accepting Notice of Retirement for Richard Dunagan, Public Works Supervisor

Council stated their appreciation of his work for the City over the years. **Motion made by Burkhardt, Seconded by Hopkins, to approve Resolution 15-2025 Accepting Notice of Retirement for Richard Dunagan, Public Works Supervisor. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

C. Public Works Supervisor Position Opening

Motion made by Frank, Seconded by Scharpnick, to declare the Public Works Supervisor position open, set the starting pay as \$30.50 to \$31.00, and direct staff to advertise the position. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

D. Public Works Summer Help

Motion made by Frank, Seconded by Burkhardt, to approve the posting and hiring up to two part-time, temporary public works summer helpers for up to 550 hours or 67 days, whichever comes first, at \$16.00/hour. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

E. Personnel Policy Update

Jackson explained that the updates to the personnel policy are adding language to incorporate past practice involving the use of City technology and how it relates to its use, including data collected through its use (ex., time clock app and GPS). Notice was sent to the Union. **Motion made by Burkhardt, Seconded by Hopkins, to approve the amended Personnel Policy as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

F. Seasonal Public Works Job Description Update

Jackson presented an update to the Seasonal Public Works job description, including changing Supervision received to Public Works Supervisor and removing oil changes from duties typically performed. **Motion made by Hopkins, Seconded by Frank, to approve the updated Seasonal Public Works job description. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

9. Presentation of Claims

- A. General Fund Payables - \$156,035.02
- B. Firehouse Payables - \$332,664.67
- C. EDA Payables - \$732.00
- D. Payroll Payables - \$42,383.88

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 16, 2025, 8:00 AM at the Pine County Courthouse. *Council does not need to be present; the County runs this meeting. It is more of an open counter hours for people with questions.*
- B. Minnesota Tax Credit Tips from Lakes & Pines CAC

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

Joel Virtue from the Hinckley Chamber of Commerce was present on behalf of the local downtown businesses, and they are wondering how the City can help promote them. Philip Sam from MLCV Circle Sage noted Sugar Maple Crossings will have an Open House, tentatively set for May 17 or 18, and will be leasing up soon. Interested parties can contact them now to get on the waiting list. Mayor Zeman noted that staff will be meeting with the Hockey Association on April 15th.

12. Closed Session - None

13. Adjournment

Motion made by Hopkins, Seconded by Frank, to adjourn the meeting at 7:48 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Don Zeman, Mayor

Attest:

Leaha Jackson, City Administrator