



City of Hinckley

City Council Meeting Minutes

Tuesday, May 12, 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, Jacob Crispo, Bolton & Menk, Maggie Lee, Hinckley Finlayson Early Childhood Family Education, Joel Virtue, Hinckley Area Chamber of Commerce, and Jon Lange, Hometown Flips.

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

Hopkins, Seconded by Burkhardt, to approve the agenda with the addition of 7D MN Mayor's Letter: Paid Family Medical Leave. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

3. Minutes of Previous Meetings

A. April 14, 2026, Regular & Summary Minutes

Motion made by Frank, Seconded by Scharpnick, to approve the minutes with the correction of Councilmember Scharpnick's name. 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. LMC Waiver of Tort Limits for Liability Coverage- Do NOT WAIVE Monetary Limits

B. Resolution 13-2026 Accepting Restricted Donation- Hinckley Lions, \$5,000.00 for Floor Scrubber at Community Center and \$1,300.00 for Maintenance of Grounds/Garden in Public Spaces

C. Hinckley Chamber Programs- Bingo- September 12, 2026, Venue Change

D. Resolution 15-2026 Appointing Brian Hendrix, Geneva Vork, and Owen Perry as Temporary Public Works with the City of Hinckley

Motion made by Hopkins, Seconded by Frank, 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- Old Hwy 61 Water Infrastructure Estimates- Jacob Crispo from Bolton & Menk presented three options for utility improvements in the County's project area. Loop two blocks of water main and extend 1st St SE water main across Old Hwy 61; estimated at \$743,000. Loop three blocks of water main and extend 1st St SE water main across Old Hwy 61; estimated at \$1,017,000. Loop four blocks of water main and extend 1st St SE water main across Old Hwy 61; estimated at \$1,291,000. The County's road project is not a full-depth reclaim; it is only a mill-and-fill project. This type of main project will see the greatest cost savings during a full-depth reclaim. Due to the limited benefits relative to the costs, the Council decided not to proceed with any water infrastructure work in conjunction with the County road project along Old Hwy 61.
- C. PeopleService
 - 1. Operating & Maintenance Report
 - a. January 2026
 - b. February 2026
 - c. March 2026
 - 2. March Maintenance Expenditures
 - 3. PeopleService Contract Renewal Notice
- D. Building Official/Inspector- None
- E. Hinckley Fire Department
 - 1. Monthly Run Report- Calls 26-39
 - 2. Notice of Resignation- Levi Hall as of December 31, 2025- **Motion made by Frank, Seconded by Hopkins, to approve the manager's report and the resignation of Levi Hall effective December 31, 2025. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
 - 3. March Grant and Donation Requests- None
- F. Firehouse Liquors - Monthly Report and Manager's Reports- Manager Taggart presented his Manager's report. They have adjusted some menu prices in the off-sale while remaining competitive for the area. He also reported that the digital sign was fixed today. It was the driver on the sign that had to be replaced.
- G. Library- April Branch Highlights
April highlights included 853 visitors to the library, 730 reference questions answered, 42 library program attendees, and 55 passive program participants. The Hinkley Finlayson Honor students helped organize the bookshelves.
- H. Standing Committees
 - 1. Planning Commission- None
 - 2. Park Board-Councilmember Burkhardt stated that they are preparing for this year's Sweet Summer Sounds and that all the food spots have been spoken for.
 - 3. EDA- None

7. Unfinished Business

A. 2025 Budget Update

The unaudited April financials were included in the packet. Expenses were as expected for where we are in the year.

B. USDOT Safe Streets for All (SS4A) Grant Program

The technical assistance team recommended that the City apply to the SS4A Planning and Demonstration Activities track to complete a comprehensive safety action plan. In previous rounds, the awards for this ranged from \$50,000 to \$230,000. A 20% local match is required; for \$200,000, this would be \$40,000. **Motion made by Burkhardt, Seconded by Hopkins, to approve applying to the USDOT SS4A Planning and Demonstration Activities track to develop a comprehensive safety action plan and to approve Resolution 14-2026 Designating Authorized Signers. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

C. Commonwealth Development Corporation Update

Ted Goltzman from Commonwealth Real Estate Acquisitions, LLC, was present to express their interest in submitting an application to the MN Housing Finance Agency Multifamily Consolidated RFP. The previous development agreement expired on December 31, 2025. **Motion made by Hopkins, Seconded by Frank, to approve the Preliminary Development Agreement and First Amendment to Preliminary Development Agreement between the City of Hinckley and Commonwealth Real Estate Acquisitions, LLC. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

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

Motion made by Hopkins, Seconded by Frank, to approve Mayor Zeman signing the MN Mayor's Letter: Paid Family Medical Leave. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

8. New Business

A. City Vision/Future Planning

Councilmembers asked about the Lion's fountain at West Side Park and its condition. Staff noted there were some holes. There may be a company that rehabs these fountains.

B. Early Childhood Family Education- Touch-a-Truck Request

Maggie Lee from Hinckley Finlayson's Early Childhood Family Education presented her plans for a Touch-a-Truck event. She hopes to have the program planned for next year, tentatively May of 2027, and asked if the City and Fire Department would be willing to participate. Council appreciated the idea and thought this would be a good opportunity for kids and families to interact, and noted that the City has a few pieces of equipment that might be a good fit. She will be in touch as she continues to work on the planning. **Motion made by Burkhardt, Seconded by Hopkins, to participate in the Touch-a-Truck event. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

C. Hwy 48 and Old Hwy 61 Pedestrian Crossings & Sidewalks

Staff reported that Pine County is open to relocating and upgrading one pedestrian crossing each on Hwy 48 and Old Hwy 61. Staff and the technical assistance team through the USDOT Thriving Communities recommended moving the Hwy 48 crossing to the east side of Lawler Avenue South and reviewed potential sidewalk improvements. Staff also presented a draft safety concept for the Old Hwy 61/Main Street intersection and requested Council direction

on whether to pursue the concept with Pine County or prioritize upgrades at 1st Street NE and Old Hwy 61. Council discussed the recommendations. **Motion made by Burkhardt, Seconded by Hopkins, to ask that the pedestrian crossing on Hwy 48 be moved to the east side of Lawler Ave S and to upgrade it to a rapid flashing style crossing. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.** Council had some discussion on the draft safety concept for Old Hwy 61/Main St. They agreed there are safety issues, but would like to get feedback on the design from the County and the public. **Motion made by Frank, Seconded by Scharpnick, to approach the County to see if they would entertain the design concept. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

D. Service Contract- Blooming Buddies

Included in the packet is a contract for the Blooming Buddies to maintain grounds/gardens in public spaces for 2026. **Motion made by Hopkins, Seconded by Frank, to approve the service contract with the Blooming Buddies for \$1,500 to 2026 season. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Voting Abstaining: Burkhardt. Motion carried 4-0.**

E. Rain Barrels at Community Center

The Blooming Buddies have requested that the City install a rain barrel at the Community Center to help them with water for the flowers. **Motion made by Burkhardt, Seconded by Hopkins, to approve the installation of a rain barrel system at the Community Center. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

9. Presentation of Claims

- A. General Fund Payables- \$210,574.84
- B. Firehouse Payables- \$248,412.58
- C. EDA Payables- \$735.00
- D. Payroll Payables- \$38,322.07

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

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

12. Closed Session - None

13. Adjournment

Motion made by Hopkins, Seconded by Frank to adjourn the meeting at 7:58 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.