



# City of Hinckley

## City Council Meeting Minutes

Tuesday, February 18, 2025, at 7:00 PM

Council Chambers (Community Room)

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

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*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, and Jace Scharpnick.

ABSENT: None.

STAFF PRESENT: City Administrator Leaha Jackson, Firehouse Manager Phil Taggart, Fire Chief Elliot Golly, Pine County Sheriff's Chief Deputy Scott Grice. OTHERS PRESENT: None.

**1. Call to Order-Pledge of Allegiance**

**2. Approve Agenda**

**Motion made by Burkhardt, Seconded by Hopkins, to approve the agenda with the location correction on bingo permit Consent Agenda item 5H. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**3. Minutes of Previous Meetings - None**

**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 04-2025 Accepting Resignation of Michael Metzler
- B. Resolution 05-2025 Accepting Resignation of Adam Carlier
- C. Resolution 06-2025 Hiring Tiffany Jerry as Part-Time Rink Attendant
- D. Resolution 07-2025 Accepting Donation of Goods from Hinckley Fire Relief Association
- E. Resolution 08-2025 Hiring Cassandra Villarreal as Unpaid Volunteer First Responder
- F. Resolution 09-2025 Accepting Resignation of Matthias Lenzen
- G. American Legion Post 388 - Bingo- Hinckley Community Center- April 12, 2025
- H. American Legion Post 388 - Bingo- Main St E- July 18 & 19, 2025
- I. American Legion Post 388 - Bingo- Hinckley Community Center- November 22, 2025
- J. American Legion Post 388 - Temporary Liquor License- April 12, 2025
- K. American Legion Post 388 - Temporary Liquor License- July 11, 12 & 13, 2025
- L. American Legion Post 388 - Temporary Liquor License- November 22, 2025

**Motion made by Frank, Seconded by Scharpnick, to approve the consent agenda with the update to location for item H. 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. Chief Deputy Grice reported the cold weather has helped make for a quiet month.

B. Bolton & Menk

1. Cost Estimate Options for McGowan/Family Dollar Property

The packet included cost estimates for the Council members, including an option for extending utilities for some single-family lots at the end of Oak Ave. The cost was too expensive to make the lots viable for sale. Bringing a force-main down McGowan via directional bore with some potholing was included. There was also an estimate for the lift station and looping the water down to 7th St and across to Oak Ave. The costs are just updated engineer estimates. As the project moves forward, there will be more discussion.

C. Hinckley Fire Department

1. Monthly Run Report

Fire calls 1-8 through January 31st were included in the packet. The Sheriff's office held a CISM meeting for those at the Pine City structure fire.

D. Firehouse Liquors - Monthly Report and Manager's Reports

The Manager's report was included in the packet. Manager Taggart reported that January was slow, as January typically is, but it still did better than the previous year.

E. Library

January highlights were included in the packet.

F. Standing Committees

1. Planning Commission- No meeting.

2. Park Board- The ECRAC grant application for SSS 2025 concerts has been submitted, and the awards will be announced in March. Mayor Zeman noted that a core group has helped to get the rink flooded and Zamboni this year. They did a great job; we are incredibly fortunate. Administrator Jackson updated the Council on the Community Center. It was found that the bathroom toilet fixtures had been leaking into the wall for a long time, causing the wall studs to rot away and damage the drywall. Staff are working on getting quotes for the repair and will move forward to fix it as soon as possible.

3. EDA- No meeting.

**7. Unfinished Business**

A. 2024 Budget Update

The January 2025 unaudited financials were included in the packet. Due to the bathroom repairs, the Community Center will have some unbudgeted expenses. Both water and sewer revenues are lower than the previous year.

**8. New Business**

A. City Vision/Future Planning

The vestibule project at City Hall has started and is moving along quickly. We will consider an open house date in late April or early May to allow adequate time to notify the public and coordinate with others for participation. Council would like City staff and contractors we work with to provide services to be present.

B. 2025 Pay Equity Report

Included in the packet were the 2025 Pay Equity Report and Certificate of Compliance submitted to the State of Minnesota. **Motion made by Frank, Seconded by Scharpnick, to approve the 2025 Pay Equity Report. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

C. Advertise for Public Works Maintenance I

The 2025 Budget includes adding a third full-time public works member to help with the increased use of the City's facilities and deferred maintenance. **Motion made by Burkhardt, Seconded by Hopkins, to authorize staff to follow the requirements for posting the open position. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

D. Fire Department 2026 Proposed Preliminary Budget & Fire Contracts

Staff presented the 2026 preliminary budget. This includes an increase in the compensation of \$15.00 for meetings/trainings, \$25.00 for calls, and a 3% increase in the officer's pay. For the expenses, there were some minor adjustments from the 2025 preliminary budget for a total increase of 2.93%. Staff presented the 2026 fire contract formula numbers as recommended by the Budget Committee. These numbers comprise expenses less than the expected fire call fees to be received. This number is split proportionately among the entities covered based on a composite percentage of valuation and population. For 2026 this is City of Hinckley \$63,320, Grand Casino \$20,609, Arlone Township \$12,954, Barry Township \$25,668, Clover Township \$17,004, Crosby Township \$5,163, Hinckley Township \$27,034, Mission Creek Township \$10,559, Munch Township \$6,607, and Pomroy Township \$7,455. Kroschel Township withdrew from the City of Hinckley Fire Contract starting in 2025. The City covered that portion of the fire formula for 2025. That portion was redistributed across the formula for 2026, contributing to a more significant increase for all participants than just the 2.93% increase in expenses. **Motion made by Hopkins, Seconded by Burkhardt, to approve the preliminary 2026 budget and fire contracts. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

The Council needs to set the annual meeting with the townships. **Motion by Burkhardt, Seconded by Hopkins, to set the annual meeting with the townships for Thursday, February 27, 2025, at 7 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

Staff would like to explore entering into a three-year contract with a set increase each year with the townships to help eliminate the need to rush this process each year. We should include some language where we could return to the townships for the following year if expenses exceed a certain percentage. **Motion made by Frank, Seconded by Hopkins, to propose entering into a three-year contract with the townships, with an annual increase of**

**3% each year. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**9. Presentation of Claims**

- A. General Fund Payables - \$640,815.58
- B. Firehouse Payables - \$191,456.59
- C. EDA Payables - \$0.00
- D. Payroll Payables - \$56,202.72

**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 just 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)**

**12. Closed Session - None**

**13. Adjournment**

**Motion made by Frank, Seconded by Scharpnick, to adjourn the meeting at 7:54 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

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Don Zeman, Mayor

Attest:

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Leaha Jackson, City Administrator