



City of Hinckley

City Council Special Meeting Agenda

Friday, January 16, 2026 at 3:30 PM

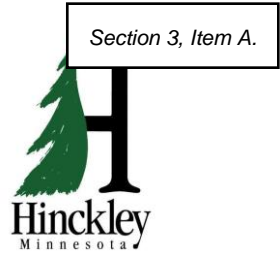
Council Chambers (Community Room)

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*

1. **Call to Order-Pledge of Allegiance**
2. **Approve Agenda**
3. **New Business**
 - [A.](#) Resolution 03-2026 2026 Organizational Resolution
 - [B.](#) Termination of Probationary Employee
4. **Adjournment**

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Agenda Item

Resolution 03-2026 2026 Organizational Resolution

Meeting Date

January 16, 2025

Prepared By

Leaha M. Jackson, City Administrator

Background

We must approve the Organizational Resolution at our first meeting in January every year. This is also where we appoint who serves on which boards and commissions. This was missing from the agenda for the January 13, 2026, meeting.

Recommended Action

Approve Resolution 03-2026 Organizational Resolution.

Council Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

Approved: _____ Denied: _____ Tabled: _____ No Action: _____

**RESOLUTION 03-2026
CITY OF HINCKLEY
COUNTY OF PINE
STATE OF MINNESOTA**

2026 ORGANIZATION RESOLUTION

WHEREAS the City of Hinckley Code of Ordinances, Chapter 33, as well as Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual organizational Council meeting in January;

SO THEREFORE BE IT RESOLVED by the City of Hinckley City Council that it hereby approves the following designations and appointments for the year 2026:

MEETINGS: **Regular** meetings of the City of Hinckley City Council shall be held on the Second Tuesday of every month at 7:00 p.m. Any regular meeting that falls upon a holiday or any other day or time, official City business cannot be conducted, shall be held on the following Tuesday at the same time and place. All meetings, including special and adjourned meetings, shall be held at City Hall, in the Council Chambers, unless the City Council decides otherwise at a prior meeting.

ACTING MAYOR: In the absence of the Mayor, the Acting Mayor for the City of Hinckley City Council shall be **Tim Burkhardt**.

OFFICIAL NEWSPAPER: The official newspaper for the City of Hinckley shall be the **North Pine County News**, whose main publication distribution area is Hinckley, Sandstone, and Askov, Minnesota.

OFFICIAL CITY DEPOSITORIES: The following financial institutions shall be designated as the official City depositories:

- | | |
|--|---|
| Woodlands National Bank | Wells Fargo |
| Northview Bank | RBC Wealth Management |
| Northland Securities | 4-M Fund, Minneapolis, Minnesota |
| Minnesota Municipal Money Market Fund | Moreton Capital Markets, LLC |

Only the following Councilmembers and Employees shall be authorized agents to endorse checks and orders for the payment of money transactions at these official City depositories: Mayor Don Zeman, Acting Mayor Tim Burkhardt, City Administrator Leaha Jackson, or the Administrative Assistant Kristy Hosler in the City Administrator’s absence.

The following shall be authorized agents to transport money to and from the liquor store: City Administrator, Finance Director, and Firehouse Manager.

COUNCIL MEMBER COMMISSION: Council Members shall serve as Commissioners to these specific departments/organizations:

Convention and Visitor Bureau:	City Administrator, Tim Burkhardt
Personnel:	Mayor Zeman, Available Councilmember
Budget:	Mayor Zeman, Tim Burkhardt
Fire:	Judy Hopkins

PLANNING COMMISSION MEMBERS: The City of Hinckley Council member appointed by the City Council to the Planning Commission shall be John Frank. Mayor Don Zeman and City Administrator Leaha Jackson are ex-officio members of the Planning Commission. City Planner **Mark Perry** is the Secretary of the Planning Commission. Other Planning Commission members shall be:

Patty Keefe	Term Expires 12/31/2026
Dave Ubl	Term Expires 12/31/2027
Keith Hopkins	Term Expires 12/31/2027
Ron Ausmus	Term Expires 12/31/2028

PARK BOARD: This Board is not currently used by the City Council. It will remain an option to be reconvened if needed.

ECONOMIC DEVELOPMENT AUTHORITY MEMBERS: The City of Hinckley Council members appointed by the City Council to the Economic Development Authority shall be **Don Zeman and Tim Burkhardt**. Councilmember **John Frank** is an alternate. City Administrator **Leaha Jackson** is the Secretary of the EDA. Other EDA members shall be:

Dave Ubl	Term Expires 12/31/2027
Wayne Cessna	Term Expires 12/31/2028
Reid Davis	Term Expires 12/31/2025

LIBRARY BOARD MEMBERS: This Board is not currently used by the City Council. It will remain an option to be reconvened if needed.

EMERGENCY MANAGEMENT DIRECTOR: The City of Hinckley Council hereby appoints **City Administrator Leaha Jackson and Mayor Don Zeman** as the Co-City Emergency Management Directors.

WEED INSPECTOR: The City of Hinckley Council hereby appoints **City Administrator** as the Deputy Weed Inspector to the Mayor for the City of Hinckley.

FIRE DEPARTMENT OFFICERS: The City of Hinckley Council hereby appoints the following officers for the Hinckley Fire Department (2yr terms):

Chief	Elliott Golly Term Expires 12/31/2026
Assistant Chief	Greg Pardun Term Expires 12/31/2027
Captain	#1 Tyler Hoffman Term Expires 12/31/2026
	#2 Bill Chose Term Expires 12/31/2027
	#3 Lewis McFerrin Term Expires 12/31/2026
	#4 Mike Defenbaugh Term Expires 12/31/2027
Secretary	Keith Hopkins Term Expires 12/31/2025

On a motion by _____ seconded by _____, the above resolution is approved.
Motion Carried _____.

Approved this 13th day of January 2026.

Don Zeman, Mayor

ATTEST:

Leaha Jackson, City Administrator

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Agenda Item

Termination of Probationary Employee

Meeting Date

January 16, 2026

Prepared By

Leaha M. Jackson, City Administrator

Background

The personnel committee met and recommended terminating the employment of public works probationary employee Ethan Alleman, effective January 16, 2026.

The Labor Agreement with AFCME Local 1647 includes the following language on Probationary Periods:

ARTICLE 8. PROBATIONARY PERIODS

Section 8.1 Purpose. The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to the position, and for rejecting any employee whose performance does not meet the required work standards.

Section 8.2 Duration. Every original appointment and every trial period appointment is subject to a probationary period of six (6) months after appointment during which time the employee may be disciplined, up to and including dismissal, at the EMPLOYER'S sole discretion. The probationary period may be extended up to 90 days. The EMPLOYER will notify the Union of the extension and the employee of the expectations for their extended probationary period.

Recommended Action

Consider approving the termination of probationary employee Ethan Alleman as of January 16, 2026, and the hiring of a temporary seasonal employee.

Council Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

Approved: _____ Denied: _____ Tabled: _____ No Action: _____