



# City of Hinckley

## City Council Meeting Minutes

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

Council Chambers (Community Room)

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*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

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 additions of 5L Grand Cinema Entertainment LLC- Grand Cinema Hinckley 3.2 On-Sale, 5M Grand Cinema Entertainment LLC- Grand Cinema Hinckley Strong Beer and Wine, 5N Resolution 51-2025 MN DEED Small Cities Development Program Application Local Government Resolution. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

### 3. Public Hearings

#### A. Past Due Utility Accounts

**Motion made by Frank, Seconded by Scharpnick, to open the public hearing for Certification of Past Due City Utility Bills at 7:01 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.** Mayor Zeman noted the public hearing would remain open until just before item 8D. No comments were received at City Hall or from the public. **Motion made by Frank, Seconded by Hopkins, to close the public hearing for Certification of Past Due City Utility Bills at 7:54 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

#### B. Past Due City Services

**Motion made by Frank, Seconded by Hopkins, to open the public hearing for Assessment of Past Due City Services at 7:02 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.** Mayor Zeman noted the public hearing would remain open until just before item 8D. No comments were received at City Hall or from the public. **Motion made by Hopkins, Seconded by Scharpnick, to close the public hearing for Assessment of Past Due City Services at 7:54 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

### 4. 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 45-2025 Approving Section 125 Premium Only Plan and Adoption of Agreement
- B. Kwik Trip Inc- Kwik Trip #186- 3.2% Off-Sale
- C. Tobies Enterprises Inc- Tobies- On-Sale Liquor
- D. Mille Lacs Corporate Ventures- Rival House- Amphitheater- Liquor
- E. Mille Lacs Corporate Ventures- Grand National Golf Club- On-Sale Liquor
- F. Mille Lacs Corporate Ventures- the Grille House- On-Sale Liquor
- G. Mille Lacs Corporate Ventures- Rival House- On-Sale Liquor
- H. Rival House 2 am License
- I. Hinckley Chamber Programs- Bingo- February 7, 2026, Date Change to January 31, 2026
- J. Resolution 48-2025- Hiring Temporary Ice Rink Attendant Tiffany Jerry & Jericho Jerry
- K. Resolution 50-2025 Accepting Restricted Donation from Mommoth Event Corporation- Hinckley Fire Department EMT (\$1,000)
- L. Grand Cinema Entertainment LLC- Grand Cinema Hinckley- 3.2 On-Sale
- M. Grand Cinema Entertainment LLC- Grand Cinema Hinckley- Strong Beer and Wine
- N. Resolution 51-2025 MN DEED Small Cities Development Program Application- Local Government Resolution

**Motion made by Frank, Seconded by Hopkins, to approve the consent agenda as presented. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

#### **5. Reports of Officers, Council Committees, & Citizens Committees**

- A. Pine County Sheriff - Calls were included in the packet. Deputy Workman was present and asked what the City was thinking about parking this winter. Administrator Jackson responded that the plan is to tag as a warning for the first snowfall, and then start towing afterward. She will send the deputies a copy of the winter parking ordinance.
- B. Bolton & Menk- MPCA Stormwater Planning Grant Application, Lead & Copper Line Survey- Sent to State, Letters to Properties to Follow- Jacob Crispo from Bolton & Menk was present to provide information on a grant opportunity from the MPCA. The planning grant for stormwater, wastewater, and community resilience could provide an opportunity for the City to obtain basic stormwater management data to inform planning for future projects, including street projects. Bolton & Menk has helped write this same grant proposal for a few other cities and is willing to help with Hinckley's application free of charge. Also, the latest grant round for the Lead & Copper Line Survey was just completed. This has been submitted to the State, and notices will go out to individual residences soon. Updates will need to be submitted at least annually to the State, and notices are sent to residents until all are identified and replaced as required. The next round of funding may be available to help identify the City's side of the line from the curbstop to the mains; this may require potholing the curbstop. **Motion made by Frank, Seconded by Hopkins, to approve Bolton & Menk to assist with an application to the MPCA Stormwater Grant. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**
- C. PeopleService
  - 1. PFAS Source Identification & Reduction Strategy Grant- Invoice 01  
The first reimbursement submittal to the MPCA PFAS Source Identification & Reduction Strategy Grant has been provided. The work so far has been to obtain the materials needed to complete testing and some basic support work, including attending kick-off meetings. **Motion made by Scharpnick, Seconded by Frank, to approve draw request 01 to the MPCA for \$1,419.71, with a local match of \$500.00, and approve payment of \$1,419.71 to**

**PeopleService for work performed through October 31, 2025. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

D. Building Official/Inspector- None

E. Hinckley Fire Department

1. Monthly Run Report- Runs 123-131

2. Fire Department Grants & Donation Request

3. Hinckley Rescue/First Responders Grants & Donation Request- The Fire Department and Hinckley Rescue have requested preauthorization to apply for grants or donations under \$2,500 for items or equipment in direct need of the Department that have no City or Department match. They are requesting this authorization because these opportunities typically have short application windows. **Motion made by Hopkins, Seconded by Scharpnick, to approve the Hinckley Fire Department and Hinckley Rescue/First Responders to apply for grants or donations under \$2,500 that have no City or Department match for items or equipment that are in direct need, as designated by the Fire Chief, City Administrator, and or the City Council. The Department shall include any grants applied for in the next Monthly Report, and the Council shall have the sole discretion to decline any award. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

4. Resolution 46-2025: Considering Increasing the Annual Fire Relief Retirement Benefit Level from \$2,500 to \$3,500 per Year of Service- Mike Defenbaugh of the Hinckley Fire Relief Association presented the Hinckley Fire Relief Association's request to raise the annual benefit multiplier from \$2,500 per year of service to \$3,500. They believe it is a strategic investment in the most pressing operational challenge of recruitment and retention. Council is grateful for the dedication and work of the members. They are also responsible to the taxpayers. Part of that responsibility is ensuring the retirement remains in a strong funding position and that a 125% funding ratio is maintained. When joining the PERA SVF plan, the benefit can not be altered during the first five years. Now that this period is up, this amount may be changed with Council approval. Mayor Zeman noted this can be reviewed again in a year, but it will be hard to understand what this will do to the fund, as these numbers take time to be reflected in the PERA reporting. Any changes in the fund, including retirements, will not be reflected till July/August of the following year. **Motion made by Hopkins, Seconded by Scharpnick, to increase the annual Fire Relief Retirement Benefit Level from \$2,500 to \$3,100 per year of service. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

F. Firehouse Liquors - Monthly Report and Manager's Reports- The October monthly financials and Manager's Report were included in the packet. One item of note the Manager wants to draw attention to is the possible ban on all THC products, including low-potency hemp-derived products. Usually, the bar needs the rent check to turn a profit, but this was not needed this month. Prices on-sale were raised across the board, and there has been little pushback. Inventory is scheduled for the 8th of December, and they are working on lowering inventory ahead of this.

G. Library- October Highlights- The October branch highlights are included in the packet.

H. Standing Committees

1. Planning Commission- None

2. Park Board- The City's application to ECRAC for Sweet Summer Sounds 2026 was selected

for full funding.

3. EDA- October 14, 2025, minutes were included in the packet.

## 6. Unfinished Business

### A. 2025 Budget Update

The unaudited October financials were included in the packet. Everything looks as expected for this time of year.

## 7. New Business

### A. City Vision/Future Planning

Administrator Jackson asked the Council to consider bringing back a park board in the form of a Park and Recreation Advisory Board or Commission, rather than the previously structured Park and Recreation Board. This would focus on the parks, not necessarily on sports or athletics. Jackson would also like the ability for public works to put up the holiday lights the week before Thanksgiving to accommodate weather conditions. When it comes to taking them down, we have taken them down just after the 1st of the year, and some have asked to leave them up through the 12th of January. Council would like to see them up through the 12th of January, knowing that, depending on the weather, they may be up for a time after that.

### B. Public Works 1 Ton Truck

Staff has looked into replacing the white 1-ton Chevy. Included in the packet were four quotes for replacement under a Tax-Exempt Municipal Lease. There are a few minor details that need to be resolved with the order, but Jackson would like to get approval to move forward with the purchase. **Motion made by Hopkins, Seconded by Frank, to approve the purchase of a Public Works truck up to \$65,000 using the 4-year Tax Exempt Municipal Lease from NCL Government Capital. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

### C. Lodging Tax

The City of Hinckley enacted a lodging tax in 1995 to help fund the Hinckley Convention and Visitors Bureau. § 35.18 directs each operator to collect the tax and hold it in trust for the City. And § 35.99 provides a penalty process for those who do not comply with the ordinance. Staff is requesting approval for the City Administrator to work with the Pine County Attorney's Office on violations. **Motion made by Hopkins, Seconded by Scharpnick, to approve the City Administrator to work with the Pine County Attorney's Office as needed for violations of the ordinance. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0**

### D. Resolution 47-2025 Certifying Unpaid Utility Charges

Notice was sent to those on the list. No comments were received at City Hall or during the public hearing. **Motion made by Hopkins, Seconded by Frank, to approve Resolution 47-2025 Certifying Unpaid Utility Charges. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

### E. Resolution 49-2025 Certifying Assessment of Unpaid City Services

Notice was sent to those on the list. No comments were received at City Hall or during the public hearing. **Motion made by Hopkins, Seconded by Frank, to approve Resolution 49-2025 Certifying Assessment of Unpaid City Services. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

**8. Presentation of Claims**

- A. General Fund Payables- \$206,218.84
- B. Firehouse Payables- \$253,226.80
- C. EDA Payables- \$57.65
- D. Payroll Payables- \$50,587.31

**Motion made by Frank, Seconded by Scharpnick, to approve the claims as presented. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

**9. Notices and Communications- None**

**10. Presentation of Petitions, Complaints, and Requests (3 minutes each)- None received**

**11. Closed Session - None**

- A. Union- PELRA

Close meeting per open meeting rules. "This meeting is being closed at 7:55 p.m. in the City of Hinckley Community Room, under MN Statute 13D.03, for union negotiation strategy discussions." **Motion made by Frank, Seconded by Scharpnick, to open the closed session at 8:24 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0. Motion made by Hopkins, Seconded by Scharpnick, to direct staff to send notice as discussed. Directed Staff to send notice as discussed. Motion carried 4-0.**

- B. Firehouse Liquors Security Report

Close meeting per open meeting rules. "This meeting is being closed at 8:25 p.m. in the City of Hinckley Community Room, under MN Statute 13D.05, for security reports." **Motion made by Frank, Seconded by Scharpnick, to open the closed session at 8:38 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0. Motion made by Hopkins, Seconded by Scharpnick to go with Verkada at the Firehouse. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**

**12. Adjournment**

**Motion made by Frank, Seconded by Scharpnick, to adjourn the meeting at 8:39 p.m. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion carried 4-0.**