



City of Hinckley

City Council Special Meeting Minutes

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*

PRESENT: Mayor Donald Zeman, Tim Burkhardt, John Frank, Jace Scharpnick. ABSENT: Judy Hopkins.

STAFF PRESENT: City Administrator Leaha Jackson, Public Works Supervisor Travis Kohler, Public Works Maintenance Worker Ethan Alleman. OTHERS PRESENT: None.

1. Call to Order-Pledge of Allegiance

Zeman called the meeting to order at 3:42 p.m. and led the Council in the pledge of allegiance.

2. Approve Agenda

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

3. New Business

A. Resolution 03-2026 2026 Organizational Resolution

Annual designations of meetings, acting mayor, an official newspaper, official depositories, commission appointments, EDA members, emergency management director, and weed inspector. **Motion made by Frank, Seconded by Burkhardt, to approve Resolution 03-2026 Organizational Resolution with the change of updating the new Planning Commission member. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 4-0.**

B. Termination of Probationary Employee

Motion made by Frank, Seconded by Scharpnick, to approve the termination of probationary employee Ethan Alleman. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 4-0.

Motion made by Frank, Seconded by Burkhardt, to approve the hiring of up to two temporary on-call seasonal employees. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 4-0.

4. Adjournment

Motion made by Scharpnick, Seconded by Burkhardt, to adjourn the meeting at 3:47 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Motion carried 4-0.