



# City of Hinckley

## City Council Meeting Minutes

Tuesday, February 10, 2026, 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*

**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 Burkhardt, Seconded by Hopkins, to approve the agenda with the addition of 7.C. Minnesota Mayors' Letter. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**3. Minutes of Previous Meetings**

A. January 16, 2026, Special & Summary Minutes

**Motion made by Frank, Seconded by Scharpnick, to approve the minutes as presented. 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. American Legion Post 388- Bingo- Hinckley Community Center- March 28, 2026
- B. American Legion Post 388- Bingo- Corner of Lawler Ave & Main St E- July 17 & 18, 2026
- C. American Legion Post 388- Bingo- Hinckley Community Center- November 21, 2026
- D. American Legion Post 388- Temporary Liquor License- March 28, 2026
- E. American Legion Post 388- Temporary Liquor License- July 10, 11 & 12, 2026
- F. American Legion Post 388- Temporary Liquor license- August 7 & 8, 2026
- G. American Legion Post 388- Temporary Liquor License- November 21, 2026
- H. Jim Jordan Chapter- MDHA- Raffle Permit- Grand Casino- April 25, 2026
- I. Resolution 02-2026 Accepting Restricted Donation from Hinckley Finlayson Football Club- \$100.00
- J. Resolution 05-2026 Accepting Restricted Donation from MN Department of Natural Resources Forestry Division- Equipment
- K. Resolution 07-2026 To Adopt the 2025 Pine County Hazard Mitigation Plan

**Motion made by Frank, Seconded by Hopkins, 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- Non-Selection Notice for Small Communities SWC
- C. PeopleService
  - 1. October O&M Report and WO Maintenance Report
  - 2. November O&M Report
  - 3. December O&M Report
  - 4. MPCA PFAS Source Identification & Reduction Strategy Grant- Invoice 02

**Motion made by Frank, Seconded by Scharpnick, to approve MPCA PFAS Source Identification & Reduction Strategy Grant- Invoice 02. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

- D. Building Official/Inspector- Northwoods Credit Union CUP - Drive-Up Use in GBD  
**Motion made by Hopkins, Seconded by Burkhardt, to approve Resolution 06-2026 Approving CUP to Allow a Drive-Up Use, on the Property Identified by PID 40.5379.000. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

- E. Hinckley Fire Department
  - 1. Monthly Run Report- Runs 1-10
  - 2. Retirement of Bradley Hopkins and Tony Stiel Effective February 2, 2026- **Motion made by Frank, Seconded by Scharpnick, to approve the retirements as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Scharpnick. Voting Abstaining: Hopkins. Motion carried 4-0.**
  - 3. Grant Application Requests- Subaru Corporate Giving- unknown amount, Ford Motor Company- unknown amount, GM Motors- unknown amount, Mountainside Medical- 20 tympanic thermometers, Bass Pro Shop- 20 headlamps and 2 camping chairs, Pine Medical Center- \$20,000 grant, Uline- Oxygen bags and stethoscopes, Bound Tree- pulse ox meter, Fairview- \$25,000 grant, Med Line- 25 blood glucose meters, and Scherber USA- 12 medical bags. **Motion made by Burkhardt, Seconded by Hopkins, to approve the grant application requests as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. 5-0.**

- F. Firehouse Liquors - Manager's Report  
Unaudited January 2026 financials were unavailable.

- G. Library- January Highlights  
January Highlights included: 497 visitors to the library, 263 reference questions answered, 26 library program attendees, and 19 passive program participants.

- H. Standing Committees
  - 1. Planning Commission- January 27, 2026 Minutes
  - 2. Park Board- ECRAC Grant Award Notice- \$15,450 for Sweet Summer Sounds 2026
  - 3. EDA- None

**7. Unfinished Business**

- A. 2025 Budget Update- January 2026 financials were unavailable.

B. Commonwealth Management LLC

C. Minnesota Mayors Letter

Councilmember Burkhardt relayed that the MN Association of Small Cities had a conversation about whether they should spearhead the efforts and is considering drafting language. Councilmembers Hopkins and Scharpnick favor the City lending its support, while Burkhardt would like to wait to see the language from the MN Association of Small Cities.

## 8. New Business

A. City Vision/Future Planning- None

B. Fire Call Request- 602 Power Ave S

**Motion made by Frank, Seconded by Hopkins, to deny the waiver for fire service charges. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

C. Resolution 04-2026 Certifying Unpaid City Charges- City Utilities

**Motion made by Hopkins, Seconded by Burkhardt, to approve Resolution 04-2026 Certifying Unpaid City Charges- City Utilities. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

D. Resolution 08-2026 Agreement Between the County of Pine and the City of Hinckley- Election Funds

**Motion made by Burkhardt, Seconded by Hopkins, to approve Resolution 08-2026 Agreement Between the County of Pine and the City of Hinckley- Election Funds. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

## 9. Presentation of Claims

A. General Fund Payables- \$552,192.12

B. Firehouse Payables- \$211,834.11

C. EDA Payables- \$0.00

D. Payroll Payables- \$53,481.06

**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 15, 2026, 8:00 AM at the Pine County Courthouse. *Council does not need to be present; the County runs this meeting. It is more like open counter hours for property owners.*

11. Presentation of Petitions, Complaints, and Requests (3 minutes each)- None

12. Closed Session- None

## 13. Adjournment

**Motion made by Hopkins, Seconded by Frank, to adjourn the meeting at 7:47 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**