



# City of Hinckley

## City Council Special Meeting Agenda

Monday, March 23, 2026 at 4:30 PM

City Hall Office

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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**
2. **Approve Agenda**
3. **Minutes of Previous Meetings**
  - [A.](#) March 10, 2026, Regular & Summary Minutes
  - [B.](#) March 12, 2026, Township Annual Meeting for Fire Contracts
4. **Unfinished Business**
  - [A.](#) Park & Recreation Board
5. **New Business**
  - [A.](#) Public Works Temporary Summer Help
  - [B.](#) Munger Trail Letters of Support
6. **Notices and Communications**
  - [A.](#) Eide Bailly Governance Planning Letter
7. **Presentation of Petitions, Complaints, and Requests (3 minutes each)**
8. **Closed Session - None**
9. **Adjournment**



# City of Hinckley

## City Council Meeting Minutes

Tuesday, March 10, 2026, at 8:33 AM

Council Chambers (Community Room)

106 First Street SE, P. O. Box 366 | Tel: (320) 384.7491 | Fax: (320) 384.7492 | [www.hinckleymn.gov](http://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, Judy Hopkins, Jace Scharpnick. ABSENT: None.

ALSO PRESENT: City Administrator Leaha Jackson, Fire Chief Elliot Golly, Lezlie Sauter, Pine County Economic Development Coordinator, Kristy Hosler, Hinckley CVB, Sierra Kingen, North Pine County News, and Jacob Crispo, Bolton & Menk.

**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, to approve the agenda with the addition of 3B January 13, 2026, Regular and Summary Minutes. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**3. Minutes of Previous Meetings**

- A. February 10, 2026, Regular & Summary Minutes
- B. January 13, 2026, Regular & 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**

- A. SMALL CITIES DEVELOPMENT PROGRAM APPLICATION – Owner-Occupied Housing Rehabilitation

**Motion made by Burkhardt, Seconded by Hopkins, to open the Public Hearing at 7:03 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

Administrator Jackson presented that the public hearing is being held as one of the requirements for the City's application to MN DEED's Small Cities Development Program. The goal of the hearing is to gather public input on the City's application. The application includes a request for funds to rehabilitate 20 units of owner-occupied housing within the City of Hinckley, benefiting low- to moderate-income persons, and to sustain affordable housing. The total request is \$575,000, of which \$ 500,000 will be used for rehabilitation and \$75,000 for the administration of the grant. Homeowners will be required to match the funds and provide a minimum of 10% for their individual projects. Mayor Zeman called for public comments;

none were heard. The public hearing was left open until later in the meeting. After agenda item 7B. Mayor Zeman called for public comments for a final time at 7:24 p.m.; none were heard. **Motion made by Burkhardt, Seconded by Frank, to close the public hearing at 7:24 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**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 10-2026 Accepting Restricted Donation from Northern Natural Gas for Hinckley Fire Department- \$2,000
- B. Hinckley Athletic Association- Temporary Liquor License- July 17 & 18, 2026
- C. Hinckley Lions Club- Raffle Permit- Hinckley Community Center- April 20, 2026

**Motion made by Hopkins, Seconded by Frank, 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
  - 1. Lead & Copper Line Replacement PPL Application MN Department of Health- Jacob Crispo was present to answer questions on the Lead & Copper Line Replacement PPL Application. There are currently 7 services that are identified as either lead or galvanized that are eligible for replacement. The replacements would happen in 2027. The application is due March 13, 2026. **Motion made by Burkhardt, Seconded by Hopkins, to approve the City's application for the MN Department of Health 2027 Lead Service Line Replacement Project Priority List. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- C. PeopleService- None
- D. Building Official/Inspector - None
- E. Hinckley Fire Department
  - 1. Monthly Run Report- Calls 11-21
  - 2. Resolution 11-2026 Hiring Hannah Collier as Fire Department Employee and Heather Liss as Unpaid Volunteer First Responder- **Motion made by Hopkins, Seconded by Frank, to approve the Fire Department's February grant application request to Rural HealthCare, unknown amount, Representative Jeff Dotseth, unknown amount, Representative Nathan Nelson, unknown amount, Senator Rarick, unknown amount, Walmart Pine City, unknown amount. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
  - 3. February Grant and Donation Request- **Motion made by Hopkins, Seconded by Frank, to approve the Fire Department's February grant application request to Rural HealthCare, unknown amount, Representative Jeff Dotseth, unknown amount, Representative Nathan Nelson, unknown amount, Senator Rarick, unknown amount, Walmart Pine City, unknown amount. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**
- F. Firehouse Liquors
  - 1. January Monthly Report- The unaudited financials were included in the packet.

2. February Monthly Report & Manager's Report- The February unaudited financials and Manager's Report were also included in the packet.

G. Library-

- 1. February Highlights- February Highlights included: 472 visitors to the library, 399 reference questions answered, 49 library program attendees, and 65 passive program participants.
- 2. Library Volunteer Reading Program
- 3. Historical Stats- Council had previously asked about historical stats: 6,883 visits, 4,335 reference interactions, 940 public computer uses, and 587 Wi-Fi sessions in 2024, and 6,556 visits, 4,209 reference interactions, 751 public computer uses, and 489 Wi-Fi sessions in 2023.

H. Standing Committees

- 1. Planning Commission- None
- 2. Park Board- None
- 3. EDA- February 2, 2026, Regular Meeting Minutes were included in the packet. Councilmember Burkhardt reported on the EDA meeting held earlier that day, which included updates on the USDOT Thriving Communities Program, the 2026 Small Cities Development Program application, the City's Housing Study, and rolling over maturing CDs.

**7. Unfinished Business**

A. 2025 Budget Update

The unaudited financials for January and February were included in the packet. Revenues and expenses looked routine, except for the water leak expenses at City Hall, a grant received, and the purchase of associated items for the Fire Department. The water fund will collect and pay the fees associated with processing credit cards. At the end of the year, any remaining balance will be allocated between water and sewer. In the liquor fund, off-sale beer sales are down compared to last year, and in the on-sale, the food sales are also down.

B. USDOT Thriving Communities Program Update

Staff continues to work with the technical advisors through the USDOT Thriving Communities Program. One part of the USDOT Thriving Communities program is holding a Stakeholder meeting; this was held on February 6, 2026. The goal of this meeting is to introduce our efforts to our State and Federal legislators, funders, and other stakeholders. While there, we took the stakeholders on a tour of Main Street and showed them the trail from Westside Park to Hwy 61. Attached is a summary of the meeting.

The subaward was used to work with an engineering firm to complete the attached Scope of Work developed by the group. As part of that work, with the assistance of Bollig Engineering, we held an open-house-style community engagement event on February 24th to gather feedback from our community. Attached is a summary of the exercise. Before the final document is completed, there will be opportunities for the City Council, EDA, and the public to provide feedback and help shape the final report that the City will receive. This final report will inform future projects and support financial opportunity applications.

C. 2026 Small Cities Development Program Application

The City's preliminary proposal was determined to be marginally competitive. Lezlie Sauter, Pine County Economic Development Coordinator, followed up with the local DEED representative to see if there were any suggestions or notes from our preliminary proposal to help strengthen our final application. Using that feedback, the application includes a request for funds to rehabilitate 20 units of owner-occupied housing within the City of Hinckley,

benefiting low- to moderate-income persons, and to sustain affordable housing. The total request is \$575,000, of which \$ 500,000 will be used for rehabilitation and \$75,000 for the administration of the grant. Homeowners will be required to match the funds and provide a minimum of 10% for their individual projects. A public hearing was held earlier in the meeting to gather feedback on the City's proposal. **Motion made by Hopkins, Seconded by Frank, to approve the City's full application to the 2026 Small Cities Development Program. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0. Motion made by Burkhardt, Seconded by Hopkins, to approve Resolution 09-2026 Authorizing the City of Hinckley to Act as Legal Sponsor and Assign Authorized Officials to Apply for Funding to the Mayor and City Administrator. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

D. Old City Shop Repair  
Two bids were included in the packet: ServePro of Sandstone, \$17,951.59, and Monson Construction, \$26,093.00. **Motion made by Burkhardt, Seconded by Hopkins, to approve the bid from ServePro of Sandstone for \$17,951.59. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

E. Park & Recreation Board  
The packet contained information on reforming the Park & Recreation board into a more advisory body. This would need to be done through an ordinance update. Councilmember Burkhardt expressed wariness about voting on items at the board level and then again at the council level. If there were good public participation on the board, that might help. Council asked to bring this back at the next available meeting to give members time to think.

F. Community Center Doors  
Administrator Jackson reported that one contractor came to look at putting in a quote for only the north set of doors, but they never followed through and submitted a quote. The north, west, and south double doors could all be replaced. They could be replaced with a solid center astragal to add stability. Councilmembers thought it would be more beneficial to keep the north set as a full double opening, and maybe use a removable astragal instead. Staff also added that the north and west doors should be installed with maglock capabilities for future proofing. Eventually, we should update the building's access control, and doing so now will save money in the end. Councilmember Scharpnick requested that the contractors split out the three doors so that if they come in too high, we can start on what is within budget. Council would like staff to move forward with the quote process, including discussion details.

**8. New Business**

- A. City Vision/Future Planning  
Councilmember Hopkins asked if the path from Westside Park to Highway 61 was on the radar. Mayor Zeman noted it is part of the USDOT Thriving Communities Program and will hopefully be part of a Safe Streets for All or Safe Routes to School Application.
- B. Highway 23 Coalition Support Request  
After discussion, the Council chose not to act.
- C. Fire Department 2027 Proposed Preliminary Budget & Fire Contracts  
The packet contained the proposed 2027 Fire Department Preliminary Budget, Fire Contract amounts, and proposed 3-year Fire Contract Language. The three-year contract language will provide some stability during the contract term. The proposed language includes a 3.25%

increase in year two and 3.5% in year three. **Motion made by Burkhardt, Seconded by Hopkins, to approve the proposed 2027 Budget and Fire Contract. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0. Motion made by Burkhardt, Seconded by Scharpnick, to approve the 3-year contract language for the Fire Service Contracts. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0. Motion made by Frank, Seconded by Hopkins, to set the annual meeting with townships for March 12, 2026, at 7:00 p.m. at the Public Safety Building. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

D. Policies for Expenditures, Purchasing, and Contracts Update  
Staff presented an update to the Policies for Expenditures, Purchasing, and Contracts to better align with current costs. The updates include increasing some purchasing limits in Section III.A.2, updating language in Section III.A.4 to include Sourcewell, updating language in Section III.A.6 to increase the purchase limits for each category, and adding language for Section III.A.2 for routine street maintenance supplies to the Public Works Supervisor exclusion. **Motion made by Frank, Seconded by Burkhardt, to approve the proposed updates to the Policies for Expenditures, Purchasing, and Contracts. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

E. Firehouse Liquors Baler Repair Quote  
**Motion made by Hopkins, Seconded by Frank, to approve the Ver-tech quote for \$2,610.74 for the repair of the cardboard baler at Firehouse Liquors. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

**9. Presentation of Claims**

- A. General Fund Payables - \$177,480.60
  - B. Firehouse Payables - \$193,498.04
  - C. EDA Payables - \$557.65
  - D. Payroll Payables - \$39,755.47
- 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. Northern Natural Gas, Thank You for Response to Willow River Area Pipeline Incident
- B. Google Review- Community Center
- C. 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.*
- D. 2026 MS 150 Ride Change
- E. Fox 9 Town Ball Tour will be in Hinckley on July 1, 2026, for the Hinckley Knights game. Live broadcast starting at 5 p.m. at Brennan Field. <https://www.fox9.com/news/town-ball-tour-schedule-2026>

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

**12. Closed Session - None**

**13. Adjournment**

**Motion made by Hopkins, Seconded by Scharpnick, to adjourn the meeting at 8:10 p.m. voting**

**Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.**

City of Hinckley  
City Council Meeting, March 10, 2026

Pursuant to due call and notice, the Regular Meeting of the Hinckley City Council was called to order by Mayor Don Zeman on Tuesday, March 10, 2026, at 7:00 p.m.

Motion made by Burkhardt, to approve the agenda with the addition of 3B January 13, 2026, Regular and Summary Minutes. Motion carried 5-0.

Motion made by Frank, Seconded by Scharpnick, to approve the January 13, 2026, Regular and Summary and February 10, 2026, Regular and Summary minutes as presented. Motion carried 5-0.

Motion made by Burkhardt, Seconded by Hopkins, to open the Public Hearing for Small Cities Development Program Application- Owner Occupied Housing Rehabilitation at 7:03 p.m. Motion carried 5-0.

Motion made by Burkhardt, Seconded by Frank, to close the public hearing at 7:24 p.m. Motion carried 5-0.

A motion was made by Hopkins, Seconded by Frank, to approve the Consent Agenda. Motion Carried 5-0.

A. Resolution 10-2026 Accepting Restricted Donation from Northern Natural Gas for Hinckley Fire Department- \$2,000

B. Hinckley Athletic Association- Temporary Liquor License- July 17 & 18, 2026

C. Hinckley Lions Club- Raffle Permit- Hinckley Community Center- April 20, 2026

Motion made by Burkhardt, Seconded by Hopkins, to approve the City's application for the MN Department of Health 2027 Lead Service Line Replacement Project Priority List. Motion carried 5-0.

Motion made by Hopkins, Seconded by Frank, to approve the Fire Department's February grant application request to Rural HealthCare, unknown amount, Representative Jeff Dotseth, unknown amount, Representative Nathan Nelson, unknown amount, Senator Rarick, unknown amount, Walmart Pine City, unknown amount. Motion carried 5-0.

Motion made by Hopkins, Seconded by Frank, to approve the Fire Department's February grant application request to Rural HealthCare, unknown amount, Representative Jeff Dotseth, unknown amount, Representative Nathan Nelson, unknown amount, Senator Rarick, unknown amount, Walmart Pine City, unknown amount. Motion carried 5-0.

Motion made by Hopkins, Seconded by Frank, to approve the City's full application to the 2026 Small Cities Development Program. Motion carried 5-0. Motion made by Burkhardt, Seconded by Hopkins, to approve Resolution 09-2026 Authorizing the City of Hinckley to Act as Legal Sponsor and Assign Authorized Officials to Apply for Funding to the Mayor and City Administrator. Motion carried 5-0.

Motion made by Burkhardt, Seconded by Hopkins, to approve the bid from ServePro of Sandstone in the amount of \$17,951.59. Motion carried 5-0.

Motion made by Burkhardt, Seconded by Hopkins, to approve the proposed 2027 Budget and Fire Contract. Motion carried 5-0. Motion made by Burkhardt, Seconded by Scharpnick, to approve the 3-year contract language for the Fire Service Contracts. Motion carried 5-0. Motion made by Frank, Seconded by Hopkins, to set the annual meeting with townships for March 12, 2026, at 7:00 p.m. at the Public Safety Building. Motion carried 5-0.

Motion made by Frank, Seconded by Burkhardt, to approve the proposed updates to the Policies for Expenditures, Purchasing, and Contracts. Motion carried 5-0.

Motion made by Hopkins, Seconded by Frank, to approve the Ver-tech quote for \$2,610.74 for the repair of the cardboard baler at Firehouse Liquors. Motion carried 5-0.

A motion was made by Frank, Seconded by Scharpnick, to approve all claims as presented. Carried 5-0.

A. General Fund Payables

\$ 177,480.60

B. Special Revenue Fund Payables	\$ 193,498.04
C. EDA Payables	\$ 557.65
D. Payroll Payables	\$ 39,755.47

Motion made by Hopkins, Seconded by Scharpnick, to adjourn the meeting at 8:10 p.m. Motion carried 5-0.

Attest:

Don Zeman, Mayor

Leaha Jackson, City Administrator

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**City of Hinckley**  
**Meeting with Townships for Fire Contracts – March 12, 2026**

- Members present: Mayor Don Zeman.
- Staff present: City Administrator Leaha Jackson, Fire Chief Elliot Golly, Officer Lewis McFerran, and Officer Bill Chose.
- Others present: Al Moon, Barry Township; Deb Lundquist, Mission Creek Township; and Kim Corbitt, Grand Casino Hinckley.

**Preliminary 2027 Fire Department Budget**

Staff presented the 2027 preliminary budget as presented to the City Council at their March meeting. This includes increasing the expected fire call income to \$43,000 for 2027 and increasing the total expenses from \$234,374 in 2026 to \$240,185 in 2027. This is a 2.48% increase in expenses, essentially covering inflation for the department's regular expenses. With the increase in expected fire call fees, there is actually a net decrease of \$189 in the total amount to be covered by the fire formula. Jackson wanted the townships to know that the Fire Department budget contributes only \$9,000/yr toward paying the Public Safety Building, while also covering utilities and maintenance costs. The rest of the debt service payment for the building comes directly from the City's levy.

Jackson provided the current vehicle replacement schedule, noting that starting in 2031, funding will no longer cover the expenses. Department personnel and the City are looking outside the box for solutions. One of these is applying for grants. Currently, we have an application in for the replacement of pumper #2. If we are not selected this year, we intend to apply again. If it is still not selected, we will be looking for other alternatives.

**2026 Fire Department Fire Contract Formula Numbers**

Staff presented the 2027 fire contract formula numbers as presented to the Council at their February meeting. These numbers comprise expenses less than the expected fire call fees to be received. This number is split proportionately among the covered entities based on a composite valuation-to-population ratio. For 2027, these are: City of Hinckley \$63,772, Grand Casino \$18,616, Arlone Township \$13,591, Barry Township \$24,827, Clover Township \$17,390, Crosby Township \$5,187, Hinckley Township \$28,101, Mission Creek Township \$10,284, Munch Township \$6,693, and Pomroy Township \$7,723.

Staff presented the 3-year contract language that was approved at the Council's March meeting. participate. It is a rush to get the financial information in time to have it to the Townships before their

annual meeting. One advantage is the stability offered for the duration of the contract. The language includes increases of 3.25% in year two and 3.5% in year three. One township member commented that last year, there were some questions about the increases and their fluctuation. Jackson replied that the increases are set in the language at that 3.25% and 3.5%. If there was some catastrophic expense that was outside of the City's control that was too large to absorb that would be when the City would come back to the Townships to talk.

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Don Zeman, Mayor

ATTEST:

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Leaha Jackson, City Administrator

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**Agenda Item**

Park & Recreation Board

**Meeting Date**

March 24, 2026

**Prepared By**

Leaha M. Jackson, City Administrator

**Background**

The language below, besides the highlighted areas, was provided at the March 10, 2026, meeting. Council asked this be brought to the next meeting.

Yellow is feedback from City Attorney Kevin Hofstad since the March 10, 2026, meeting.

Hinckley City Code §33.01 established a Park and Recreation Board created under M.S. §§412.501 through 512.531. This form of board allows for specific powers outside of the City Council.

Staff would like to ask Council to consider moving toward a more advisory-style board created under M.S. §§ 412.111. Under this style of advisory board, the language for its formation would look something like:

(A) **Policy and purpose.** The Park and Recreation Advisory Board is established to promote the systematic, comprehensive development of park facilities and recreational activities necessary for the physical, mental, emotional, and moral health and well-being of the residents of the city.

(B) **Duties of the Commission.** The Park and Recreation Advisory Board advises and makes recommendations to the City Council in matters pertaining to park and recreation programs, and facility amenities in the city. Board is advisory in nature to the Council and to staff, and has no other official status or independent authority. The Park and Recreation Advisory Board makes recommendations to the City Council – only the City Council has the authority to make policies for and expenditures for city parks.

(C) **Membership.** The Park and Recreation Advisory Board may consist of up to seven members. One member of the Board need not be a resident of the city, but must own property within the city. One of the members appointed at-large may be a student in a

junior or senior high school at the time of his or her appointment, and does not need to be a resident of the city. Terms of the advisory board are for three years and commence on January 1 of the year in which they are appointed, continuing until a successor is appointed and qualified. A member desiring reappointment upon expiration of a term must notify the City Council of the intention at least 30 days prior to the expiration date of the term. Notice of openings must be publicized in the official newspaper, with the City Council not making any appointment until at least one week has elapsed from the date of initial publication.

(D) **Meetings.** Meetings of the Park and Recreation Advisory Board are held at a date, time, and place as are set forth in their respective by-laws, and they meet as necessary to fulfill the objectives of the board or commission. The procedure at meetings is governed by the by-laws of the board and Robert's Rules of Order, Revised. Meetings of the Park and Recreation Advisory Board are open to the public.

(E) **Attendance.** Members are expected to faithfully participate in meetings or other activities. Members may be removed by a majority vote of the City Council. A member who fails to attend three consecutive meetings or three meetings in any six-month period is deemed to have resigned.

(F) **Organization; By-Laws.** The Park and Recreation Advisory Board must meet to adopt by-laws for the conduct of its affairs within 30 days after the first appointment of members. By-laws must provide for election from its membership of a chair, vice-chair, secretary and other officers as it deems necessary, specify month of election, term of office, date and time of meeting, order of business, and other matters necessary for the conduct of business of the advisory board. Board secretary is appointed by the chair, provided, however, that the City Clerk-Administrator may assign members of the city administrative staff to serve as secretary, performing the clerical duties of the board. By-laws shall be submitted and approved by the City Council.

(G) **Minutes; Reports.** The proceedings of the Park and Recreation Advisory Board must be recorded in minute form and must be furnished to each board member, the Mayor, and City Council members.

(H) **Compensation.** Unless otherwise provided by law, a per diem payment for each meeting attended by appointed board members may be set by the City Council annually.

(I) **Liaisons.** The City Council must annually appoint two Council members as ex officio members without voting rights to the Park and Recreation Advisory Board to serve as a liaison between the City Council and the board.

This change will need to be completed by ordinance and would most likely involve abolishing the current board and replacing it with a new board formed under M.S. §§ 412.111.

**Recommended Action**

Discuss whether Council would like to consider the change and the suggested language.

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Council Action:    Motion by: \_\_\_\_\_    Second by: \_\_\_\_\_

Motion to:

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**Voted in Favor:** \_\_\_\_\_ **Voted Against:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Tabled:** \_\_\_\_\_ **No Action:** \_\_\_\_\_

**412.111 DEPARTMENTS, BOARDS.**

The council may create departments and advisory boards and appoint officers, employees, and agents for the city as deemed necessary for the proper management and operation of city affairs. The council may prescribe the duties and fix the compensation of all officers, both appointive and elective, employees, and agents, when not otherwise prescribed by law. The council may require any officer or employee to furnish a bond conditioned for the faithful exercise of duties and the proper application of, and payment upon demand of, all moneys officially received. Unless otherwise prescribed by law, the amount of the bonds shall be fixed by the council. The bonds furnished by the clerk and treasurer shall be corporate surety bonds. The council may provide for the payment from city funds of the premium on the official bond of any officer or employee of the city. The council may, except as otherwise provided, remove any appointive officer or employee when in its judgment the public welfare will be promoted by the removal. This provision does not modify the laws relating to veterans preference or to members of a city police or fire civil service commission or public utilities commission.

**History:** 1949 c 119 s 14; 1951 c 378 s 4; 1973 c 123 art 2 s 1 subd 2; 1983 c 359 s 65; 1986 c 444

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**Agenda Item**

Public Works Summer Help

**Meeting Date**

March 24, 2026

**Prepared By**

Leaha M. Jackson, City Administrator

**Background**

The 2026 budget included three full-time public works employees and a temporary summer helper. With spring and summer fast approaching, we will need some help in the department until we decide what to do with the third full-time position. In the meantime, we could look to hire up to three part-time temporary public works summer helpers.

**Recommended Action**

Approve the posting and hiring of up to three part-time, temporary public works summer helpers for up to 550 hours or 67 days, whichever comes first, pending the recommendation of the Personnel Committee and the City Administrator.

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Council Action:    Motion by: \_\_\_\_\_    Second by: \_\_\_\_\_

Motion to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voted in Favor: \_\_\_\_\_ Voted Against: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Tabled: \_\_\_\_\_ No Action: \_\_\_\_\_

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**Agenda Item**

Munger Trail Letters of Support

**Meeting Date**

March 24, 2026

**Prepared By**

Leaha M. Jackson, City Administrator

**Background**

Dave Auchter from the Friends of Munger South contacted the City asking if the Council would be willing to send a letter of support like the following to both Senator Rarick and Representative Nelson. I could add a sentence about how important tourism and the trail are to our community to the letter.

Dear Leaha,

Please refer to the forwarded email below. If your City would provide a message of support to our representatives, it would be much appreciated. Thanks.

Dave Auchter

----- Forwarded message -----

From: **Dave Auchter** <[daveauchter24@gmail.com](mailto:daveauchter24@gmail.com)>

Date: Wed, Mar 18, 2026, 2:02 PM

Subject: Support Needed for Munger Trail Rehabilitation Funding

To: Nathan Nelson <[rep.nathan.nelson@house.mn.gov](mailto:rep.nathan.nelson@house.mn.gov)>

Dear Rep. Nelson,

I am writing to respectfully request your support for the funding needed to repair the Munger Trail, a vital recreational and community asset within your district.

The Parks and Trails Council of Minnesota has identified the southern portions of the Munger Trail as one of the most urgent rehabilitation needs in the state trail system. Bipartisan legislation—HF1964 which you co- authored with Reps. Skraba, Schomacker

and Davids and it's companion bill SF373, co-authored by Senators Pratt and Coleman—would provide essential funding for this work.

For more than 40 years, the Munger Trail has served as a valuable resource for recreation, local transportation, and economic activity. Ensuring its safety and accessibility is critical to maintaining important quality of life benefits for residents and visitors alike.

I urge your continued support for this legislation and to advocate for the bonding funds necessary to preserve and restore this trail system. I have attached a fact sheet outlining the specific section of the trail in need of urgent attention.

Thank you for your time, consideration, and support.

Best regards,

Dave Auchter  
Friends of Munger South  
PO Box 224  
Finlayson, Minnesota 55735

Dear Senator Rarick,

I am writing to respectfully request your support for the funding needed to repair the Munger Trail, a vital recreational and community asset within your district.

The Parks and Trails Council of Minnesota has identified the southern portions of the Munger Trail as one of the most urgent rehabilitation needs in the state trail system. Bipartisan legislation—SF373, co-authored by Senators Pratt and Coleman, along with its companion bill HF1964 co-authored by Rep. Nathan Nelson—would provide essential funding for this work.

For more than 40 years, the Munger Trail has served as a valuable resource for recreation, local transportation, and economic activity. Ensuring its safety and accessibility is critical to maintaining important quality of life benefits for residents and visitors alike.

I urge you to support this legislation and advocate for the bonding funds necessary to preserve and restore this trail system. I have attached a fact sheet outlining the specific section of the trail in need of urgent attention.

Thank you for your time, consideration, and support.

Best regards,

Dave Auchter  
Friends of Munger South  
PO Box 224  
Finlayson, Minnesota 55735

**Recommended Action**

Discuss whether Council would like to send a letter of support for the Munger Trail and Bipartisan Legislation HF1964.

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**Council Action:**    **Motion by:** \_\_\_\_\_    **Second by:** \_\_\_\_\_

**Motion to:**

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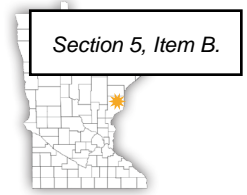
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**Voted in Favor:** \_\_\_\_\_    **Voted Against:** \_\_\_\_\_

**Approved:** \_\_\_\_\_    **Denied:** \_\_\_\_\_    **Tabled:** \_\_\_\_\_    **No Action:** \_\_\_\_\_

# WILLARD MUNGER STATE TRAIL



## RESTORING A CRITICAL TRAIL CONNECTION FOR SAFETY & ECONOMIC HEALTH

This project will rehabilitate a critical section of trail between Finlayson and Hinckley, which has been degraded over time.



PROJECT COST  
**\$5.25 MILLION**



REHABILITATION WORK FOR  
**13 MILES**



LOCAL PROJECT PARTNER  
**FRIENDS OF MUNGER SOUTH**



MANAGEMENT AGENCY  
**MNDNR**

Lisa Filler / P&T

**W**illard Munger State Trail is a beloved 70-mile, multi-use corridor linking Hinckley and Duluth, celebrated for its scenery, history, and steady flow of visitors who support local businesses. Yet the southernmost 13 miles from Hinckley to Finlayson is in critical condition. According to the Parks & Trails Council's State of the Trails report, this segment is rated the second-worst one in the state trail system. Culvert separations, sinkholes, and extensive cracking, heaving and slumping pavement have rendered the trail unsafe. As a result, riders increasingly divert onto Highway 61, creating serious safety risks and contributing to one known fatality. Rebuilding this segment is urgent to restore safety, protect lives, and sustain the region's outdoor economy.

### THIS PROJECT IS READY TO GO!

The MNDNR has completed an engineering predesign assessment of the 13-mile segment from Hinckley to Finlayson. The portion from Finlayson to Groningen Road is construction-ready, with the MNDNR committing Parks and Trails Legacy Funds for repaving. Additional bonding funds are needed to complete the remaining work in a single, coordinated construction window. Completing the project all at once is the most cost-efficient approach, reducing long-term disruption and allowing critical safety improvements sooner.

### PROJECT SUPPORTERS

- ✓ FRIENDS OF MUNGER SOUTH
- ✓ CITY OF SANDSTONE
- ✓ HINCKLEY CONVENTION AND VISITOR'S BUREAU
- ✓ CITY OF FINLAYSON
- ✓ CITY OF STURGEON LAKE
- ✓ NATIONAL MS SOCIETY
- ✓ CITY OF HINCKLEY
- ✓ CITY OF WILLOW RIVER
- ✓ PINE COUNTY
- ✓ CITY OF MOOSE LAKE
- ✓ FINLAYSON-GIESE LIONS CLUB
- ✓ PARKS & TRAILS COUNCIL OF MINNESOTA

This Document can be made available in alternative formats upon request

State of Minnesota

HOUSE OF REPRESENTATIVES

NINETY-FOURTH SESSION

H. F. No. 1964

03/06/2025 Authored by Lillie, Skraba, Schomacker, Davids, Fischer and others
The bill was read for the first time and referred to the Committee on Capital Investment

1.1 A bill for an act
1.2 relating to capital investment; appropriating money for state trails; authorizing the
1.3 sale and issuance of state bonds.

1.4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.5 Section 1. STATE TRAIL MAINTENANCE.

1.6 Subdivision 1. Appropriation. \$9,600,000 is appropriated from the bond proceeds fund
1.7 to the commissioner of natural resources to renovate paved state trails established under
1.8 Minnesota Statutes, section 85.015, according to the commissioner's priorities and as provided
1.9 in Minnesota Statutes, section 84.946.

1.10 Subd. 2. Bond sale. To provide the money appropriated in this section from the bond
1.11 proceeds fund, the commissioner of management and budget shall sell and issue bonds of
1.12 the state in an amount up to \$9,600,000 in the manner, upon the terms, and with the effect
1.13 prescribed by Minnesota Statutes, sections 16A.631 to 16A.675, and by the Minnesota
1.14 Constitution, article XI, sections 4 to 7.

1.15 EFFECTIVE DATE. This section is effective the day following final enactment.

February 10, 2026

To the Mayor and City Council  
City of Hinckley  
Hinckley, Minnesota

This letter is provided in connection with our engagement to audit the financial statements of City of Hinckley as of and for the year ended December 31, 2025. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

### **Our Responsibilities**

As stated in our statement of work dated February 10, 2026, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and in accordance with Legal Compliance Audit Guide prepared by the Office of the State Auditor pursuant to Minn. Stat. § 6.65 for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether the Listing of Officials is properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

### **Planned Scope of the Audit**

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks." Although we are currently in the planning stage of our audit, we have preliminarily identified the following significant risks that require special audit consideration.

Management Override of Controls - Professional standards require auditors to address the possibility of management overriding controls. Accordingly, we identified as a significant risk that management of the organization may have the ability to override controls that the organization has implemented. Management may override the organization's controls in order to modify the financial records with the intent of manipulating the financial statements to overstate the organization's financial performance or with the intent of concealing fraudulent transactions.

Lack of Segregation of Duties - We identified lack of segregation of duties as a significant risk due to the District having inadequate controls over authorization, custody of assets, record keeping, and reconciliation functions.

Revenue Recognition - We identified revenue recognition as a significant risk due to financial and operational incentives for the organization to overstate revenues.

Improper Capitalization - We identified improper capitalization of fixed assets as a significant risk. A lack of in-depth professional knowledge of the capitalization of fixed assets could result in a misstatement of the total fixed assets.

Valuation of Net Pension Liability - We identified the valuation of the net pension liability as a significant risk due to the reliance of estimates in determining the liability.

Valuation of Other Postemployment Benefits (OPEB) Liability - We identified the valuation of the OPEB liability as a significant risk due to the reliance of estimates in determining the liability.

Compensated Absences - We identified the valuation of the compensated absences as a significant risk due to the reliance of estimates in determining the liability.

We expect to begin our audit in March 2026, and issue our report as soon as approved by management.

This information is intended solely for the information and use of Mayor and City Council, and management, and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in cursive script that reads "Eide Sully LLP".

Mankato, Minnesota