



City of Hinckley

EDA Meeting Agenda

Tuesday, February 10, 2026 at 12:00 PM

Council Chambers (Community Room)

106 First Street SE, P. O. Box 366 | Tel: (320) 384.7491 | Fax: (320) 384.7492 | www.hinckleymn.gov

1. **Call to Order**
2. **Approve Agenda**
3. **Public Hearings**
4. **Minutes**
 - [A.](#) October 14, 2025 Regular Meeting Minutes
5. **EDA Payables/Financials**
 - [A.](#) October 2025 Financials & Payables- \$57.65
 - [B.](#) November 2025 Financials & Payables- \$0.00
 - [C.](#) December 2025 Financials & Payables- \$0.00
6. **New Business**
 - [A.](#) Valder's Vehicles
 - [B.](#) Small Business Development Training
 - [C.](#) Housing Study Update
 - [D.](#) Resolution 01-2026 Appointing Officers for 2026
7. **Old Business**
 - [A.](#) 2026 Small Cities Development Program Preliminary Proposal
 - [B.](#) USDOT Thriving Communities Program- Stakeholder Meeting, February 6, 2026
 - [C.](#) Commonwealth Management Update
8. **Open Forum**
9. **Miscellaneous**
10. **Adjournment**



City of Hinckley

Hinckley Economic Development Authority Meeting Minutes

Tuesday, October 14, 2025 at 12:00 PM

Council Chambers (Community Room)

106 First Street SE, P. O. Box 366 | Tel: (320) 384.7491 | Fax: (320) 384.7492 | www.hinckleymn.gov

1. Call to Order

2. Approve Agenda

Motion made by Zeman, Seconded by Davis, to approve the agenda as presented. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.

3. Minutes

A. June 10, 2025 Regular Meeting Minutes

Motion made by Davis, Seconded by Zeman, to approve the June 10, 2025, meeting minutes. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.

4. EDA Payables/Financials

A. June Financials & Payables- \$149.26

B. July Financials & Payables- \$0.00

C. August 2025 Financials & Payables- \$0.00

D. September Financials & Payables- \$0.00

Motion made by Zeman, Seconded by Davis, to approve the June, July, and August 2025 payables and financials. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.

5. New Business

A. 2026 Small Cities Development Program

In the packet were details on the 2026 Small Cities Development Program, including the types of activities that can be completed. Staff will conduct a windshield survey of the town to identify property types and areas that may benefit from an application to the program. Pine County Economic Development Coordinator Lezlie Sauter said that after that, staff will present a recommendation to the City Council regarding the application. **Motion made by Zeman, Seconded by Davis, to approve Resolution 03-2025 Support of an Application to Minnesota Employment and Economic Development 2026 Small Cities Development Program. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.**

B. Hinckley Convention and Visitor Bureau Update- Executive Director Kristy Hosler

Hinckley Convention and Visitors Bureau (CVB) Executive Director Kristy Hosler presented on what the CVB is and its activities over the past year. They have been working on updating the website to help those looking to visit or stay in Hinckley. They have also been adding

billboards in areas where travelers are likely to be, including by Forest Lake, Perham, and Two Harbors, to drive traffic to the website and Hinckley.

C. 2026 Proposed Budget

Included in the packet was the proposed 2026 EDA budget. It is much the same as the previous year, with the levy staying \$15,000.00 and the total expected expenses at \$3,900.00. **Motion made by Davis, Seconded by Zeman, to approve the proposed 2026 EDA budget as presented. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.**

6. Old Business

A. US DOT Thriving Communities Program Update

7. Open Forum

8. Miscellaneous

9. Adjournment

Motion made by Zeman, Seconded by Davis, to adjourn the EDA business meeting at 12:34 p.m. Voting Yea: President Cessna, Davis, Zeman. Motion carried 3-0.

Attest:

Wayne Cessna, President

Secretary Leaha M. Jackson

11/10/2025 2:51pm

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City of Hinckley
Balance Sheet
For EDA GENERAL FUND (700)
October 31, 2025

Assets

Cash		
700.00000.10100	Cash in Bank	31,607.55
700.00000.10105	Cash in Bank-Revolving Loan	33,216.58
	Total Cash	<u>64,824.13</u>
Investments		
700.00000.10400	Investment-RBC	1,030.01
700.00000.10402	Investment-Northview Bank	272,626.94
	Total Investments	<u>273,656.95</u>
Receivables		
700.00000.10500	Taxes Receivable-Current	141.56
	Total Receivables	<u>141.56</u>
	Total Assets	<u>\$ 338,622.64</u>

Liabilities and Fund Balance

	Total	<u>.00</u>
	Total Liabilities	<u>.00</u>
700.00000.25100	Fund Balance	\$ 329,335.92
	Total	329,335.92
	Excess of Revenue Over Expenditures	9,286.72
	Total Fund Balances	<u>338,622.64</u>
	Total Liabilities and Fund Balances	<u>\$ 338,622.64</u>

11/10/2025 2:54pm

City of Hinckley
Statement of Revenue and Expenditures
Revised Budget
For EDA GENERAL FUND (700)
For the Fiscal Period 2025-10 Ending October 31, 2025

Page 1

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Taxes Revenues					
700.31000.31010 Property Taxes	\$ 7,500.00	\$ 8,138.40	\$ 15,000.00	\$ 0.00	\$ 15,000.00
Total Taxes Revenues	7,500.00	8,138.40	15,000.00	0.00	15,000.00
Miscellaneous Revenues Revenues					
700.36200.36210 Interest Earnings	83.30	5,909.76	200.00	10,725.63	\$ (10,525.63)
700.36200.36213 Change in FMV of Investments	0.00	(13.84)	0.00	0.00	\$ 0.00
Total Miscellaneous Revenues Revenues	83.30	5,895.92	200.00	10,725.63	(10,525.63)
Total EDA GENERAL FUND Revenues	\$ 7,583.30	\$ 14,034.32	\$ 15,200.00	\$ 10,725.63	\$ 4,474.37
Expenditures					
Economic Development & Assistance Expenditure					
700.46500.02180 Operating Supplies-Events	\$ 625.00	\$ 254.29	\$ 750.00	\$ 124.91	\$ 625.09
700.46500.02280 R&M Supplies-Other	250.00	0.00	0.00	0.00	\$ 0.00
700.46500.03010 Professional Services-Auditing &	1,500.00	762.00	833.00	814.00	\$ 19.00
700.46500.03040 Professional Services-Legal Fees	0.00	551.50	500.00	0.00	\$ 500.00
700.46500.03190 Professional Services-Other	0.00	0.00	0.00	500.00	\$ 0.00
700.46500.03220 Communication-Postage	0.00	0.00	100.00	0.00	\$ 100.00
700.46500.03430 Advertising-Other	208.30	0.00	250.00	0.00	\$ 250.00
700.46500.04330 Miscellaneous-Dues & Subscriptio	833.30	850.00	1,000.00	0.00	\$ 1,000.00
700.46500.04390 Miscellaneous-Other	375.00	0.00	450.00	0.00	\$ 450.00
Total Economic Development & Assistance Expen	3,791.60	2,417.79	3,883.00	1,438.91	2,444.09
Total EDA GENERAL FUND Expenditures	\$ 3,791.60	\$ 2,417.79	\$ 3,883.00	\$ 1,438.91	\$ 2,444.09
EDA GENERAL FUND Excess of Revenues Over Expend	\$ 3,791.70	\$ 11,616.53	\$ 11,317.00	\$ 9,286.72	\$ 2,030.28

11/10/2025 2:54pm

City of Hinckley
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2025-10 Ending October 31, 2025

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 7,583.30	\$ 14,034.32	\$ 15,200.00	\$ 10,725.63	\$ 4,474.37
Total Expenditures	\$ 3,791.60	\$ 2,417.79	\$ 3,883.00	\$ 1,438.91	\$ 2,444.09
Total Excess of Revenues Over Expenditures	\$ 3,791.70	\$ 11,616.53	\$ 11,317.00	\$ 9,286.72	\$ 2,030.28

Accounts Payable Check Register Report - Northview Bank (EDA)-1109024

For The Fiscal Periods Range From 2025-10 To 2025-10

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
2247	C	10/15/2025	132	DAGGETT'S FRESH FOODS	\$57.65	C
		Invoice Nbr - Description		GL Account	Amount	
		00293472 - 10/14/25 EDA Lunch Meeting		700.46500.02180	\$57.65	
					Cleared	\$57.65
					Outstanding	\$0.00
					Void	\$0.00

12/5/2025 9:36am

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City of Hinckley
Balance Sheet
For EDA GENERAL FUND (700)
November 30, 2025

Assets

Cash		
700.00000.10100	Cash in Bank	31,608.76
700.00000.10105	Cash in Bank-Revolving Loan	33,217.86
	Total Cash	<u>64,826.62</u>
Investments		
700.00000.10400	Investment-RBC	1,032.80
700.00000.10402	Investment-Northview Bank	272,626.94
	Total Investments	<u>273,659.74</u>
Receivables		
700.00000.10500	Taxes Receivable-Current	141.56
	Total Receivables	<u>141.56</u>
	Total Assets	<u>\$ 338,627.92</u>

Liabilities and Fund Balance

	Total	<u>.00</u>
	Total Liabilities	<u>.00</u>
700.00000.25100	Fund Balance	\$ 329,335.92
	Total	<u>329,335.92</u>
	Excess of Revenue Over Expenditures	9,292.00
	Total Fund Balances	<u>338,627.92</u>
	Total Liabilities and Fund Balances	<u>\$ 338,627.92</u>

City of Hinckley
Statement of Revenue and Expenditures
Revised Budget
For EDA GENERAL FUND (700)
For the Fiscal Period 2025-11 Ending November 30, 2025

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Taxes Revenues					
700.31000.31010 Property Taxes	\$ 7,500.00	\$ 14,532.40	\$ 15,000.00	\$ 0.00	\$ 15,000.00
Total Taxes Revenues	7,500.00	14,532.40	15,000.00	0.00	15,000.00
Miscellaneous Revenues Revenues					
700.36200.36210 Interest Earnings	91.63	5,999.58	200.00	10,730.91	\$ (10,530.91)
700.36200.36213 Change in FMV of Investments	0.00	(13.84)	0.00	0.00	\$ 0.00
Total Miscellaneous Revenues Revenues	91.63	5,985.74	200.00	10,730.91	(10,530.91)
Total EDA GENERAL FUND Revenues	\$ 7,591.63	\$ 20,518.14	\$ 15,200.00	\$ 10,730.91	\$ 4,469.09
Expenditures					
Economic Development & Assistance Expenditure					
700.46500.02180 Operating Supplies-Events	\$ 687.50	\$ 305.53	\$ 750.00	\$ 124.91	\$ 625.09
700.46500.02280 R&M Supplies-Other	275.00	0.00	0.00	0.00	\$ 0.00
700.46500.03010 Professional Services-Auditing &	1,500.00	762.00	833.00	814.00	\$ 19.00
700.46500.03040 Professional Services-Legal Fees	0.00	551.50	500.00	0.00	\$ 500.00
700.46500.03190 Professional Services-Other	0.00	0.00	0.00	500.00	\$ 0.00
700.46500.03220 Communication-Postage	0.00	0.00	100.00	0.00	\$ 100.00
700.46500.03430 Advertising-Other	229.13	0.00	250.00	0.00	\$ 250.00
700.46500.04330 Miscellaneous-Dues & Subscriptio	916.63	850.00	1,000.00	0.00	\$ 1,000.00
700.46500.04390 Miscellaneous-Other	412.50	0.00	450.00	0.00	\$ 450.00
Total Economic Development & Assistance Expen	4,020.76	2,469.03	3,883.00	1,438.91	2,444.09
Total EDA GENERAL FUND Expenditures	\$ 4,020.76	\$ 2,469.03	\$ 3,883.00	\$ 1,438.91	\$ 2,444.09
EDA GENERAL FUND Excess of Revenues Over Expend	\$ 3,570.87	\$ 18,049.11	\$ 11,317.00	\$ 9,292.00	\$ 2,025.00

City of Hinckley
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2025-11 Ending November 30, 2025

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 7,591.63	\$ 20,518.14	\$ 15,200.00	\$ 10,730.91	\$ 4,469.09
Total Expenditures	\$ 4,020.76	\$ 2,469.03	\$ 3,883.00	\$ 1,438.91	\$ 2,444.09
Total Excess of Revenues Over Expenditures	\$ 3,570.87	\$ 18,049.11	\$ 11,317.00	\$ 9,292.00	\$ 2,025.00

City of Hinckley
Balance Sheet
For EDA GENERAL FUND (700)
December 31, 2025

Assets

Cash		
700.00000.10100	Cash in Bank	46,356.25
700.00000.10105	Cash in Bank-Revolving Loan	33,219.61
	Total Cash	<u>79,575.86</u>
Investments		
700.00000.10400	Investment-RBC	1,035.96
700.00000.10402	Investment-Northview Bank	272,883.82
	Total Investments	<u>273,919.78</u>
Receivables		
700.00000.10500	Taxes Receivable-Current	141.56
	Total Receivables	<u>141.56</u>
	Total Assets	<u>\$ 353,637.20</u>

Liabilities and Fund Balance

	Total	<u>.00</u>
	Total Liabilities	<u>.00</u>
700.00000.25100	Fund Balance	\$ 329,335.92
	Total	329,335.92
	Excess of Revenue Over Expenditures	24,301.28
	Total Fund Balances	<u>353,637.20</u>
	Total Liabilities and Fund Balances	<u>\$ 353,637.20</u>

City of Hinckley

Statement of Revenue and Expenditures

1/9/2026 7:26am

Revised Budget
 For EDA GENERAL FUND (700)
 For the Fiscal Period 2025-12 Ending December 31, 2025

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Revenues					
Taxes Revenues					
700.31000.31010 Property Taxes	\$ 15,000.00	\$ 14,774.32	\$ 15,000.00	\$ 14,745.82	\$ 254.18
Total Taxes Revenues	15,000.00	14,774.32	15,000.00	14,745.82	254.18
Miscellaneous Revenues Revenues					
700.36200.36210 Interest Earnings	100.00	6,056.95	200.00	10,994.37	\$ (10,794.37)
700.36200.36213 Change in FMV of Investments	0.00	(13.84)	0.00	0.00	\$ 0.00
Total Miscellaneous Revenues Revenues	100.00	6,043.11	200.00	10,994.37	(10,794.37)
Total EDA GENERAL FUND Revenues	\$ 15,100.00	\$ 20,817.43	\$ 15,200.00	\$ 25,740.19	\$ (10,540.19)
Expenditures					
Economic Development & Assistance Expenditure					
700.46500.02180 Operating Supplies-Events	\$ 750.00	\$ 0.00	\$ 750.00	\$ 124.91	\$ 625.09
700.46500.02190 Operating Supplies-Other	0.00	305.53	0.00	0.00	\$ 0.00
700.46500.02280 R&M Supplies-Other	300.00	0.00	0.00	0.00	\$ 0.00
700.46500.03010 Professional Services-Auditing &	1,500.00	762.00	833.00	814.00	\$ 19.00
700.46500.03040 Professional Services-Legal Fees	0.00	551.50	500.00	0.00	\$ 500.00
700.46500.03190 Professional Services-Other	0.00	0.00	0.00	500.00	\$ 0.00
700.46500.03220 Communication-Postage	0.00	0.00	100.00	0.00	\$ 100.00
700.46500.03430 Advertising-Other	250.00	0.00	250.00	0.00	\$ 250.00
700.46500.04330 Miscellaneous-Dues & Subscriptio	1,000.00	1,700.00	1,000.00	0.00	\$ 1,000.00
700.46500.04390 Miscellaneous-Other	450.00	0.00	450.00	0.00	\$ 450.00
Total Economic Development & Assistance Expen	4,250.00	3,319.03	3,883.00	1,438.91	2,444.09
Total EDA GENERAL FUND Expenditures	\$ 4,250.00	\$ 3,319.03	\$ 3,883.00	\$ 1,438.91	\$ 2,444.09
EDA GENERAL FUND Excess of Revenues Over Expend	\$ 10,850.00	\$ 17,498.40	\$ 11,317.00	\$ 24,301.28	\$ (12,984.28)

1/9/2026 7:26am

City of Hinckley
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2025-12 Ending December 31, 2025

Account Number	Previous YTD Budget	Previous YTD Actual	Annual Budget	YTD Actual	Remaining Budget Amount
Total Revenues	\$ 15,100.00	\$ 20,817.43	\$ 15,200.00	\$ 25,740.19	(10,540.19)
Total Expenditures	\$ 4,250.00	\$ 3,319.03	\$ 3,883.00	\$ 1,438.91	2,444.09
Total Excess of Revenues Over Expenditures	\$ 10,850.00	\$ 17,498.40	\$ 11,317.00	\$ 24,301.28	(12,984.28)

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Agenda Item

Valder’s Vehicles

Meeting Date

February 10, 2026

Prepared By

Donald Zeman, Mayor

Background

The owner of Valder’s Vehicles is looking to expand. Do any members have any ideas?

Staff has asked Jordan Zeller, Economic Development Director of East Central Regional Development Commission, if there are any grants for businesses looking to expand. At this time, there is no grant money, but there may be some gap financing options.

Recommended Action

EDA Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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



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Agenda Item

Small Business Development Training

Meeting Date

February 10, 2026

Prepared By

Leaha Jackson, City Administrator, and
Mark Perry, Planning and Zoning Administrator

Background

The Small Business Development Center of Minnesota (MNSBDC) has offered free small-business development classes in conjunction with Pine County HRA/EDA. Moving forward, they can still offer these classes, but there is a \$500 fee per class to cover trainers' expenses. The Pine County HRA/EDA is asking local economic development authorities whether they would be willing to help cover the cost of continuing to bring these opportunities to our local businesses. Other EDAs have made motions to cover \$100.00 per class for up to 5 classes.

Recommended Action

Consider a motion to fund \$100.00 per class for up to 5 classes to support our local businesses.

EDA Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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

North Central Small Business Development Center at Central Lakes College

Training Menu

Starting a Small Business 101

This workshop is designed for people who have a business idea but are unsure of where to begin. It covers the basic steps you need to take to start a business in Minnesota, as well as tips for strategic growth, financing your business, and setting up a realistic marketing campaign

Bookkeeping for Non-Accountants

This workshop is designed for entrepreneurs and small business owners who do not have an accounting background. It covers financial literacy basics and participants will learn essential skills, such as tracking expenses, invoicing customers, and reconciling accounts.

Marketing with Purpose

This workshop is designed for entrepreneurs and small business owners who are looking to level-up their marketing efforts on a small budget. It covers fundamental conceptions such as defining target audiences, crafting compelling brand messages, and leveraging social media effectively.

Legacy Planning

This workshop is designed for small business owners who are interested in learning how to successfully exit from or transition away from their business, in the near or far future. It covers the 3 Layers of Legacy Planning (a process developed by the North Central SBDC), as well as critical aspects such as exit strategies, leadership succession and business valuation.

Buying a Business Basics

This workshop is designed for entrepreneurs who are interested in purchasing an existing business. It covers how to evaluate potential business opportunities, understanding financing options, as well as the necessary due diligence and how to recognize red flags.

Grow with Google

This workshop is designed for entrepreneurs and small business owners who are looking to improve their digital marketing efforts using Google products. It covers setting digital marketing goals and using tools like the Google Business Profile, Google Ads, and Google Analytics to help you reach them.

AI for Small Businesses

This workshop is designed for entrepreneurs and small business owners who are looking to use Generative AI to improve their business. It covers an introduction to Artificial Intelligence, smart prompting techniques, and examples on how to implement AI into key business areas such as customer service, marketing, operations, and management.

For more information contact Katie Heppner, Regional Director of the North Central SBDC at Central Lakes College, at katherine.heppner@clcmn.edu.

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Agenda Item

Housing Study Update

Meeting Date

February 10, 2026

Prepared By

Leaha Jackson, City Administrator, and
Mark Perry, Planning and Zoning Administrator

Background

The City of Hinckley last updated its housing study in 2018. These studies usually examine the current housing supply, condition, and affordability, and identify gaps. This data can then be used for planning purposes and to attract developers to create housing in our area. Housing can be considered an economic development driver, as employers and business site selectors/developers need a nearby workforce to draw from. This data can also be used for tax credit and other funding applications for the City and potential developers. It can also serve as a catalyst to encourage developers to work on housing in our community.

The last update cost was around \$10,000 and could potentially be up to \$15,000 to complete now. The Initiative Foundation offers a twice-yearly Economic, Community, and Workforce Development Grant opportunity that the city could apply for to help cover part of the cost. The next round is from April 21 to May 29.

Recommended Action

Consider a motion to fund an update to the City of Hinckley’s Housing Study and request the Hinckley City Council to apply for the Initiative Foundation's Economic, Community, and Workforce Development Grant opportunity.

EDA Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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



Economic Development, Community & Workforce Grants

Initiative Foundation | 2026 Grant Opportunity

The Initiative Foundation is pleased to offer Economic Development, Community, and Workforce Grants to support early-stage, pilot, and innovative efforts that strengthen communities, expand economic opportunity, and build a thriving workforce across Central Minnesota.

Who Can Apply?

This grant opportunity is open to:

- Local units of government
- Tribal governments
- Economic development nonprofit organizations with 501(c)(3) status

Organizations are not eligible to receive more than one grant within a single calendar year.

Grant Amount

The maximum grant amount is \$10,000.

Choose One of Three Grant Options

Applicants will choose one of three options when applying. While these categories are distinct, they share a common goal: supporting strong communities and a resilient regional economy.

Option 1: Economic Development

Economic Development projects support strategies that strengthen the regional economy through entrepreneurship, business growth, and long-term economic resiliency.

Examples of projects we may fund include:

- Efforts that incentivize business growth and promote family-sustaining wages
- Strategies that encourage entrepreneurial activity
- Feasibility studies, preliminary design work, or early-stage business model assessment
- New or pilot approaches that strengthen local or regional economic development systems



Option 2: Community

Community projects strengthen communities as places where people want to live, work, and stay. These projects may focus on quality of life, community vitality, belonging, and collaboration. Community projects should demonstrate clear benefit to residents and contribute to long-term community strength, opportunity, or resilience.

Examples of projects we may fund include:

- Initiatives that strengthen community connection, belonging, or engagement
- Collaborative partnerships that improve community systems and local capacity
- Planning efforts, pilot projects, or community-led strategies that address local challenges
- Projects that help communities become welcoming and supportive environments for current and future residents
- Efforts that improve the conditions that help residents thrive (such as stability, access, and inclusion)

Option 3: Workforce

Workforce projects support efforts that strengthen the workforce pipeline by attracting, retaining, training, or preparing residents for employment opportunities in the region.

Examples of projects we may fund include:

- Partnerships that support sector-specific apprenticeships, internships, or mentoring programs
- Strategies that attract and retain workers in the region
- Efforts that encourage building workforce housing
- Pilot workforce initiatives, planning efforts, or feasibility analysis that support long-term workforce development

What We Do Not Fund

To ensure funding is focused on meaningful project outcomes, this grant opportunity does not support:

- Community marketing, billboard campaigns, or general marketing programs
- Single-company or organization-focused projects (including marketing and recruitment campaigns)
- Routine business operating costs
- Human resources costs such as onboarding or training that are considered part of standard operations
- Other expenses that are routine costs of operation



2026 Timeline

- Round 1: Opens April 21, closes May 29 at 4pm
- Round 2: Opens Aug 18, closes Sept 25 and 4pm

Questions or Need Help?

We encourage prospective applicants to reach out with questions or to discuss whether an idea may be a good fit. The Initiative Foundation team is happy to provide guidance and support throughout the process.

Contact:
grants@ifound.org

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106 First Street SE
P. O. Box 366
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Agenda Item

Resolution 01-2026 Appointing Officers for 2026

Meeting Date

February 10, 2026

Prepared By

Leaha M. Jackson, City Administrator

Background

Each year, the board appoints officers. It has been a standing motion to move up the officers in the rotation each year.

Due to the difficulty and time involved in changing the signing officers at the bank, staff is asking to keep the officers the same for a two-year cycle unless an extenuating circumstance arises.

Recommended Action

Approve Resolution 01-2026 Appointing Officers as presented for 2026.

Council Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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

**RESOLUTION # 01-2026
CITY OF HINCKLEY
RESOLUTION APPOINTING OFFICERS TO THE ECONOMIC DEVELOPMENT
AUTHORITY OF THE CITY OF HINCKLEY**

WHEREAS, on September 10, 2019, the City of Hinckley, Minnesota (the “City”), Acting through its City Council, adopted an enabling resolution establishing the Hinckley Economic Development Authority (the “EDA”); and

WHEREAS, the Hinckley EDA Bylaws and applicable State Statutes provide for an annual appointment of officers consistent with Minnesota Statutes Chapter 469; and **WHEREAS**, the Board wishes to appoint officers for 2026.

NOW, THEREFORE, be it resolved that the Board hereby appoints and approves the following officers to the EDA for 2025:

Office	2025 Appointment	2026 Appointment
President (Chair)	Wayne Cessna	Wayne Cessna
Vice-President (Vice-Chair)	Reid Davis	Reid Davis
Treasurer	Don Zeman	Don Zeman
Assistant Treasurer	Tom Barmettler	Tom Barmettler
Secretary	Leaha Jackson	Leaha Jackson

Adopted by the Board of Commissioners of the City of Hinckley, MN, Economic Development Authority, this 10th day of February 2026.

Reid Davis, Vice-President

ATTEST:

Leaha M. Jackson, Secretary

City of Hinckley
106 First Street SE
P. O. Box 366
Hinckley, MN
[Tel] (320) 384.7491
[Fax] (320) 384.7492
www.hinckleymn.gov



Agenda Item

2026 Small Cities Development Program Preliminary Proposal

Meeting Date

February 10, 2026

Prepared By

Leaha Jackson, City Administrator, and
Mark Perry, Planning and Zoning Administrator

Background

On January 16, 2026, DEED 2026 sent out notice of the preliminary proposals submitted to the Small Cities Development Program determined to be competitive or marginally competitive (41 proposals). Hinckley’s application was deemed marginally competitive.

Lezlie Sauter 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. A few of the suggestions were:

- Concerns over the previous grant compliance. Would like the City to take a more focused approach to demonstrate that we can deliver a smoother project before moving on to one with more facets.
- Consider limiting the scope of the application to owner-occupied housing rehabilitation to make our application more competitive.
- If the City did retain rental and commercial rehab, the slum & blight areas (also the target areas) are too large and would need to be cut back, specifically, commercial rehabilitation.

A total of 49 preliminary proposals were received, totaling approximately \$31.8 million. The projected dollar amount for grant awards this cycle is between \$18 million and \$19 million.

Those who were determined to be competitive or marginally competitive are invited to submit full applications, due by April 15, 2026, at 4:00 p.m.

Recommended Action

No action needed, informational.

EDA Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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



Fw: 2026 SCDP Preliminary Proposal Review Assignments

From Leaha Jackson <cityadmin@cityofhinckley.com>
Date Mon 1/26/2026 3:49 PM
To Leaha Jackson <cityadmin@cityofhinckley.com>

From: Kukowski, Natasha (DEED)
Sent: Friday, January 16, 2026 3:55 PM
To:
Subject: 2026 SCDP Preliminary Proposal Review Assignments

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings,

The Small Cities Development Program (SCDP) staff has reviewed the preliminary proposals submitted for the 2026 funding cycle. The program received 49 preliminary proposals totaling approximately \$31.8 million. Of those proposals, 41 have been determined to be either competitive or marginally competitive. The remaining proposals were determined to be not competitive. Our projected dollar amount for grant awards this cycle is between \$18 and \$19 million.

Assigning three degrees of competitiveness is a way to ensure that only full applications with a sound chance of receiving awards will be submitted. This process is intended to allow applicants to make informed decisions about whether or not to pursue the time and expense associated with submitting an application.

We anticipate that communities with proposals that receive a competitive and marginally competitive label will move forward with the submission of a full application, but we caution that this does not guarantee project funding. We also anticipate that improvements to the original proposals with rehabilitation will be made in order to compete; justifying the numbers presented and solidifying interest in participants and contractors to achieve the full goals proposed. We do not expect to receive full applications from proposals that were determined to be not competitive.

All proposals involving housing rehabilitation should thoroughly examine for accuracy of their “Plan A and Plan B” target areas. Remember that cities with populations of 5,001 or more cannot propose a city-wide Target Area A and a Plan B that comprise of the entire city. If an awarded application does not have a plan B target area, there will be no option for target area expansion approval during the grant. Applicants with cities of populations of less than 5,000 are strongly advised to submit a city-wide target area application.

Do not hesitate to contact the SCDP Representative assigned to respective proposals with questions about their suggestions to improve a competitive or marginally competitive proposal. However, if your proposal was assigned a label of not competitive, please allow us time to work with competitive and marginally competitive proposals. We will provide those associated with not competitive proposals the opportunity to work with us after 2026 grant implementation workshops on improvements for possible resubmission for 2027 application cycle.

The assignments for the preliminary proposals are provided below. If a preliminary proposal is not listed, the proposal was deemed as not competitive.

The proposals that received a determination of competitive were:

City of Albert Lea
City of Benson
City of Ceylon
City of Crookston
City of Dunnell
City of Grygla
City of Keewatin
City of Lake Benton
City of Little Falls
City of Middle River
City of Pine City
City of Sauk Centre
City of Tintah
City of Wood Lake/Cokato

The proposals that received a determination of marginally competitive were:

City of Aitkin
City of Amboy
City of Bertha
City of Bigfork
City of Comstock
City of Cromwell
City of Echo
City of Finlayson
City of Frost
City of Hinckley
City of Hitterdal
City of Jeffers
City of Long Prairie
City of Marietta
City of Melrose
City of Milaca
City of Milan/Maynard/Watson
City of New York Mills
City of Palisade
City of Pillager
Nobles County
City of Riverton
City of Slayton
City of Tamarack
City of Viking
City of Warba
City of Westbrook

Full Applications are posted on DEED’s website. Application deadline is April 15, 2026, at 4:00 p.m. Fax mailed full applications will not be accepted. Section 7, Item A.

Submittal Options

1. For courier or U.S. Mail delivery prior to the due date of April 15, 2026, full applications must be sent to:

Minnesota Department of Employment and Economic Development
Great Northern Building
180 East Fifth Street, Suite 1200
St. Paul, MN 55101
Attn. Community Finance Division, Small Cities Development Program Unit.

or

2. **Full Application Due Day Note:** Proposals may be dropped off at the 5th Street entrance of the Great Northern Building on April 15, 2026 between the hours of 8:00 a.m. and 4:00 p.m. at 180 East 5th St., St. Paul, MN. There will be a cart at the 12th floor elevator lobby only on April 15, 2026.

Please email Natasha Kukowski at natasha.kukowski@state.mn.us to confirm your Full Application had been received.

Thanks and have a great weekend!

Natasha Kukowski

Small Cities Development Program Unit Manager

Please note that my core work hours are Mon – Fri 7:30am-4:00pm.

Department of Employment and Economic Development
Great Northern Building, 180 East Fifth Street, Suite 1200, St. Paul, MN 55101

Direct: 651.259.7425

mn.gov/DEED | [Twitter](#) | [Facebook](#)



DEED acknowledges that all our locations stand on the land of the Dakota and Anishinaabe people. We honor the history of this land, the Native people who were here before us and who are still here today. We commit to learn and appreciate the rich culture of Native people and pledge to support Native communities and uplift their history.

You're Invited!

The City of Hinckley and the U.S. Department of Transportation's (USDOT) *Thriving Communities Program* invite you to visit and learn about our efforts to advance infrastructure to enhance mobility, improve connectivity in our community, and spur economic growth.



Friday, February 6, 2026 • 9:30 AM – 11 AM
Meeting Location: Hinckley City Hall (Council Chambers)
106 1st St SE • Hinckley, MN 55037
Light Refreshments Provided

Please RSVP to Mary Mullane, mmullane@map-inc.org (612)749-5614

Our Partners



As part of the second round of the USDOT Thriving Communities Program, the City of Hinckley was selected as a Main Street Community of Practice to receive planning, technical assistance, and capacity-building support. The Main Street Community of Practice is focused on Tribal and rural communities and the interconnected transportation, housing, community, and economic development issues they face. (U.S. Department of Transportation, 2025).

Work we have completed to date:

- complete a needs assessment on community infrastructure
- create a work plan
- gather input on hazards our residents encounter while traversing our community through walk audits
- attend monthly meetings with capacity building teams
- attend annual convening to build our skills and create relationships with other communities
- use a subaward to work with an engineering firm to develop a plan to implement identified goals

Our goal is to develop conceptual design modifications to existing infrastructure and identify additional opportunities to improve overall pedestrian safety around the City of Hinckley, Minnesota. Some of the pedestrian and railroad crossings within the City need improvements to address safety, ADA compliance, and emergency vehicles access issues. Plans also include the revitalization of Main Street and connecting the downtown district with amenities, such as the Willard Munger Trail and local parks, to Interstate #35.

Due to our limited resources, the City of Hinckley will seek to secure funding for these projects through a variety of Federal, State, and local programs, including Safe Streets and Roads for All, Safe Routes to School, Protect, Climate Resiliency & Water Infrastructure Grants, the Local Road Improvement Program, and other possible sources.

Selected Community Profiles

City of Hinckley, MN

Key Community Partners: Pine County and Mille Lacs Corporate Ventures

Community of Practice: Main Streets

The City of Hinckley is a small, disadvantaged rural community with limited organizational capacity for carrying out community engagement activities to advance transportation projects and minimal experience with federal grants. Through TCP, the City of Hinckley seeks to improve its pedestrian, bicyclist, and trail infrastructure by developing a shared vision and growing the capacity of local partners in the County and Mille Lacs Band of Ojibwe to coordinate transportation with local economic development and housing. It is anticipated that these improvements will attract more businesses and expand the availability of jobs and economic opportunities for the City’s residents. In the longer term, the improvements will create sustainable community partnerships between the City and community organizations, who will continue working together to benefit the community and residents.

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Agenda Item

Commonwealth Management

Meeting Date

February 10, 2026

Prepared By

Leaha M. Jackson, City Administrator

Background

The project with Commonwealth was not selected. Ted Goltzman of Commonwealth commented, "...I am still working to understand how the greater Minnesota projects scored so high. The only way I can get this project to score that high is by making this a permanent supportive housing deal. The QAP is changing slightly so if we can go back around next year maybe we can re-apply for grants and getting closer to 140 points with leverage."

We were selected for the MN Housing Tier II Grant, which must be used directly for housing. This grant has four years for use, so it may still be a viable option to use in conjunction with Commonwealth. The City will have a consultation with MN Housing staff within the next month, during which we will have the opportunity to ask questions.

Recommended Action

None needed

Council Action: Motion by: _____ Second by: _____

Motion to:

Voted in Favor: _____ Voted Against: _____

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