



City of Hinckley

City Council Special Meeting Minutes

Monday, March 23, 2026, at 4:30 PM

City Hall Office

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*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 Leah Jackson.

1. Call to Order

Zeman called the meeting to order at 4:30 p.m.

2. Approve Agenda

Motion made by Burkhardt, Seconded by Hopkins, to approve the agenda as presented. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

3. Minutes of Previous Meetings

A. March 10, 2026, Regular & Summary Minutes

B. March 12, 2026, Township Annual Meeting for Fire Contracts

Motion made by Frank, Seconded by Scharpnick, to approve the minutes with the changes of fixing the time, correcting 6.E.2. motion, and adding it to the summary minutes for the March 10, 2026, Minutes. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

4. Unfinished Business

A. Park & Recreation Board

Motion made by Frank, Seconded by Hopkins, to approve the suggested Park & Recreation Board with the changes suggested by Kevin Hofstad and having the councilmembers on the board be voting members. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

5. New Business

A. Public Works Temporary Summer Help

A discussion was held on the third full-time position. Councilmember Burkhardt asked if we had many applicants last time. Jackson said she thought there were five that were decent, but there was always one piece or another that might be missing, whether it was the CDL or plowing experience. Councilmember Frank thought that if the application process was started early enough, the City might be able to require a CDL by the snow season. Councilmember Scharpnick would like to see the full-time position mentioned in the seasonal position ad. For

the seasonal position, Jackson noted we could stagger start dates and times to ensure coverage. Two of the temporary positions would be released if we hired the third full-time. **Motion made by Frank, Seconded by Burkhardt, to hire 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. Voting Yea: Mayor Zeman, Frank, Hopkins, Scharpnick. Motion 5-0.**

B. Munger Trail Letters of Support

Councilmembers emphasized the importance of the Munger Trail to our community. **Motion made by Burkhardt, Seconded by Scharpnick, to send the letters of support for the Munger Trail and Bipartisan Legislation HF19640. Voting Yea: Mayor Zeman, Burkhardt, Hopkins, Scharpnick. Voting Abstaining: Frank. Motion carried 4-0.**

6. **Notices and Communications**

A. Eide Bailly Governance Planning Letter

Councilmember Burkhardt asked whether there had been any discussion yet on whether we have them for the future and, if so, the potential cost. Jackson said she believes this is the last year of the contract, and there has not been a discussion yet, but we should think about putting out an RFP. She also stated that, having worked with a few different auditing firms in the past, she is very pleased with the service and ease of process with the current auditing firm.

7. **Presentation of Petitions, Complaints, and Requests (3 minutes each)**

None.

8. **Adjournment**

Motion made by Hopkins, Seconded by Burkhardt, to adjourn the meeting at 4:55 p.m. Voting Yea: Mayor Zeman, Burkhardt, Frank, Hopkins, Scharpnick. Motion carried 5-0.

Don Zeman, Mayor

Attest:

Leaha Jackson, City Administrator