

THE CITY OF HUTCHINSON, MINNESOTA, IS SEEKING AN EXPERIENCED PROFESSIONAL TO SERVE AS THE CITY'S

PUBLIC WORKS DIRECTOR

THE HUTCHINSON COMMUNITY

The city of Hutchinson is a progressive community located in south-central Minnesota. Hutchinson's resident population is approximately 14,600 and has a labor market area around 36,000. The City is located at the intersection of State Highways 7, 15 and 22 – situated only 60 miles west of Minneapolis, 50 miles south of St. Cloud, and 70 miles northwest of Mankato.

Known as a great place to raise a family with a high quality of life, the City made *24/7 Wall Street/USA Today's* list of America's 50 best cities to live (#42). Hutchinson takes pride in its diverse economy centered on high tech manufacturing and agriculture, while at the same time preserving a small-town atmosphere that features a vibrant downtown, clean tree-lined streets and neighborhoods, beautiful parks, the Crow River and an extensive local trail system that ties into the Luce Line State Trail.



Since its founding in 1855, Hutchinson is a place where people gather, where businesses prosper and where visitors feel at home. The community's civic and collaborative spirit is evident through the variety of events that take place in Hutchinson including the Jaycee Water Carnival, Dairy Days, Music in the Park, RiverSong Music Festival, MN Garlic Festival, Allis-Chalmers "Orange Spectacular", McLeod County Fair, and the Hutchinson Arts & Crafts Festival, to name a few. Hutchinson celebrates its history and embraces a growing and expanding arts scene that adds to the City's superb quality of life.



Hutchinson serves as a regional economic center to the area and is home to Ridgewater College and Hutchinson Health, making it a hub of health care and education to go along with its retail offerings. A variety of high-tech manufacturers call Hutchinson home including 3M, TDK/HTI, Hutchinson Manufacturing, Warrior Manufacturing, UPONOR, and Goebel Fixture Company. Besides a variety of downtown shops, retail options include the Hutchinson Mall and national/global retailers such as Target, Wal-Mart and Menards.

THE CITY OF HUTCHINSON

The city of Hutchinson is governed by a home rule charter and operates as a Council-Manager/Administrator form of local government. The City Council consists of a Mayor and four designated Council seats, all elected at-large. The City Council serves as the governing authority in the "weak mayor-council" community. The Mayor serves as chair to the council, but does not have greater authority than the other council members do.

The City Administrator is responsible for running the day-to-day activities of the City, and is appointed annually by the City Council. The current City Administrator is Matt Jaunich, who has served the City since January of 2015.



HUTCHINSON

Mission Statement

The City of Hutchinson exists so that residents, businesses, property owners, and visitors are provided with quality services and programs that support a safe, healthy, sustainable and business-friendly community with a small town atmosphere for a cost of government that is similar to, or less than, comparable out-state Minnesota cities.

Vision Statement

Our vision for the city of Hutchinson is that we will continue to be an involved, progressive and innovative community that promotes our regional prominence while preserving our hometown character and delivering quality, cost-effective services.

6 Core Areas of Focus

Public Safety – Provide residents and visitors a "Safe" environment with protection of property
Health & Recreation – Provide and contribute to a "healthy quality of life"
Transportation – Provide safe and effective movement throughout the City
Economic Development – Provide diversification, job growth and employment opportunities
Environment – Provide concepts that are sustainable and environmentally friendly
Good Government – Citizens perceive the City is delivering quality services at a reasonable price and that there is adequate planning is taking place for the future

www.hutchinsonmn.gov

The city of Hutchinson has approximately 145 regular staff, who provide residents a wide array of municipal services including administration/legal, finance, public safety (police & fire), streets, economic development, culture/parks/recreation, engineering, public improvements, building permits/inspections, planning and zoning, and motor vehicle/DNR licensing. The City also operates public water, sanitary and storm sewer collection and treatment utilities, a soils manufacturing/compost business, an off-sale liquor store, and owns a municipal airport.

Our Story

On a late November afternoon standing on the crest of a hill overlooking the Crow River, three Hutchinson brothers knew they had found what they had been looking for: the perfect place to establish a community that stood for the values and human rights they had been expounding for years through their popular music. Only now they could actually put those lyrics into practice by advocating for principles, such as the abolition of slavery and women's equal rights through laws enacted on the town's very first day. So it was, long before the rest of the country would come around to their forward-thinking ideas, Hutchinson, Minnesota established a reputation for blazing trails as a town ahead of its time.

More than 160 years later, Hutchinson still stands apart as a city with a vision for the future. A city that thinks and acts differently because of its solid commitment to plans and decisions that first and foremost improve the quality of life – the economic, physical, social, emotional and environmental wellness for all its residents, workers and visitors.

Like the Crow River, generations of wisdom have flowed through this area's rich history, gleaning and drawing deeply from its abundant woods, wildlife and surrounding lakes. Here is a community shaped not only by the natural beauty and forces that come together only here in this part of rural Minnesota, but also by its legacy and its people.

Somewhere between small town and big city, farm community and metropolis, lies Hutchinson. Though a small town by some standards, it's more big city in its vision for the future and ability to get things done. You'll find small town charm in its historic downtown where quaint shops, local businesses, a cozy coffee shop and restaurants line Main Street. But you'll also find big city appeal in an exceptional school system and a vibrant arts and cultural community that includes the Hutchinson Center for the Arts, Hutchinson Theater Company, the Minnesota Pottery Festival, Orange Spectacular, Minnesota Garlic Festival and celebrated RiverSong Music Festival.

A friendly, personalized, supportive approach to doing business, more indicative of a small-town welcoming spirit is alive and well in this community. Yet, it's also recognized as a pioneering, highly productive, forward-thinking manufacturing, agricultural and industrial regional hub that finds creative ways of working with new businesses and entrepreneurs. In fact, Hutchinson is already preparing tomorrow's workforce today with the state's most ambitious skilled workforce development initiative, TigerPath, where high school students discover their interests and talents by learning, exploring and building career and technical skills.

Some cities talk. Hutchinson acts. Wasting no time doing things "because that's the way it's always been done", over the years the city's leaders have seen the opportunity in challenges instead, acting decisively on the most efficient, effective solution for all. The fact that they hatched the idea of selling their own compost is certainly testament to that.

Much can be owed to a local spirit of cooperation and collaboration. And the ability to discern what is worth saving, such as the State Theater, and what can fall away. Hutchinson is a micropolitan that has managed to balance growth with preservation, where development doesn't compromise its cultural or environmental character. The downtown redevelopment project is a great example of that, going forward even in the midst of challenging times.

Just as the Hutchinson brothers first recognized, the city's abundant natural resources and beauty greatly add to a higher quality of life. With hiking, biking and snowmobiling trails, such as the Luce Line Trail, walking paths, a wildlife sanctuary and access to fishing, boating, kayaking and water sports on the area's more than 50 lakes, there are ample opportunities to experience Minnesota's great outdoors right out your back door. Or, as a great escape from bigger cities.

Here you'll find a community confident in itself and its direction, unwavering in its focus and sense of mission; with a way of thinking about the world that inspires them to set their sights on noble and bold, but also achievable goals. This is a city whose marching orders are clear: to serve its people, commerce and industry with a clear focus, staying on point with intention and purpose. Charting a better course for the future while still cherishing what is right before us.

The City of Hutchinson
A City On Purpose

The Public Works Department

The Public Works Director heads a staff of about thirty (30) individuals and administers an annual operating budget of approximately \$15 million and a Capital Improvement Plan of around \$8.5 million (2022). The Public Works Department consists of nine divisions representing the City's Transportation System, Water System, Wastewater System, Stormwater System, Engineering, Urban Forest, Airport, Cemetery, and the HATS facility.

Essential Services of the Public Works Department

These are programs, services, and infrastructure that without it would be difficult for the City to survive:

- Snow removal and ice control
- Street maintenance
- Emergency management support
- Storm water and flood management
- Wastewater treatment and collection
- Water treatment and distribution

Critical Services of the Public Works Department

These are programs, services and infrastructure that are critical to maintaining essential services or necessary to support essential services:

- Bridge maintenance
- Engineering services
- Forestry operations
- Environmental services and regulations
- Fleet and facility management support
- Right-of-way management
- Biosolids management
- Dam maintenance
- Lift stations, wastewater systems
- Meter reading
- Street sweeping and cleaning
- Utility coordination and locating

Basic Services of the Public Works Department

These are programs, services and infrastructure that significantly improve the quality of life or meets basic needs of the majority of the residents of Hutchinson:

- GIS mapping
- Infrastructure planning
- Mosquito control
- Residential leaf vacuum service
- Special assessments administration
- Street lights
- Drainage
- Traffic operations
- Trail/Sidewalk maintenance
- Transportation planning

Targeted Services of the Public Works Department

These are programs, services and infrastructure that significantly improve the quality of life or meets special needs of a select group of the residents of Hutchinson:

- Airport
- Alleys
- Cemetery services
- General customer service and public events support

HUTCHINSON PUBLIC WORKS DEPARTMENT – BY THE NUMBERS:

Over **90** miles of streets (77 City, 6 County, 7 State)

Over **6** miles of alleys

Roughly **38** miles of city trails with **6** pedestrian bridges and underpasses

About **33** miles of city sidewalks

7 bridges (4 City, 2 County, 1 State)

11 Municipal Parking lots with **576** parking spaces

31 acres of city facility related parking lots and driveways

Over **13,500** trees in our "Urban Forestry"

Over **100** miles of water pipe, and over **91** miles of sewer pipe

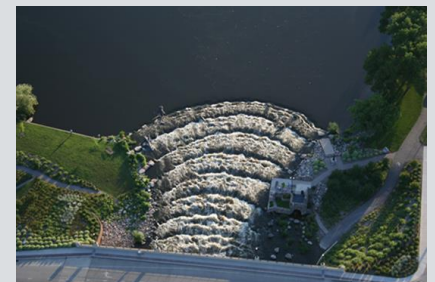
140 Storm Ponds/Rain Gardens

110 miles of stormwater pipe with **1,415** manholes, **3,856** catch basins, and **86** system outlets

4,000 ft. runway with a parallel taxiway at the municipally-owned airport

34 acres and over **14,000** plotted grave spaces at the city-owned Oakland Cemetery

Nearly **2,000** streets lights within the City of Hutchinson



The Public Works Facilities

7 facilities make up the Public Works Department. The facilities include the Airport, HATS Facility, Oakland Cemetery, Water Plant, Wastewater Plant, a cold storage facility, and administrative offices at City Center.

Municipal Airport (Butler Field)

The airport is used by area businesses and recreational pilots and will soon be home to Minnesota's Civil Air Patrol training facility. Services are provided by ASI Jet, who is located at the airport and provides fuel and aircraft maintenance along with other services. The airport boasts a 4,000-foot runway with parallel taxiway, a modern comfortable terminal, maintenance hangar, and aircraft apron.

Oakland Cemetery

Oakland Cemetery is the only municipal-owned cemetery in Hutchinson. Established in 1857, the cemetery rests on approximately 34 acres of land in south-central Hutchinson. Oakland Cemetery has over 14,000 plotted grave spaces and a Columbaria with 320 niches. With 11,500 plotted spaces sold and 8,000 spaces used, the Cemetery should have enough space to handle inurnments/interments into the next century.

Water Treatment Facility

Hutchinson's water treatment facility is a Minnesota Class "A" Facility. Put into service in 2007 at \$14 million, the facility combines biological filtration and reverse osmosis technologies. The facility has a capacity of 6.5 million gallons per day and a storage of 3.15 million gallons. Running at about 50% capacity, the facility is positioned to handle the future growth of the City for years to come.

Wastewater Treatment Facility

Hutchinson's wastewater treatment facility is a Minnesota Class "A" Facility. Put into service in 1988, expanded in 2008 and upgraded in 2021/22, the facility is designed to treat an average of 3.67 million gallons per day, with maximum permitted flow of 9.62 million gallons per day, to meet the future needs of the City for the years to come. The treatment facility has several features, which allow it to meet Hutchinson's specific needs for variable flows and operational flexibility. Biological and Membrane Bioreactor processes are both used to remove impurities from the wastewater and achieve levels of treatment exceeding those mandated by the Minnesota Pollution Control Agency.



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***Hutchinson Area
Transportation Services (HATS)
Facility***

The HATS Facility is the result of an effort of between the City of Hutchinson, McLeod County, and the Minnesota Department of Transportation to address facility and operational needs in the area. A first of its kind facility in the State, the three agencies came together to form a Joint Powers Board after the three agencies received a grant from the State of MN Board of Government Innovation and Cooperation.

All levels of staff were involved in designing operational parameters and in the original design of the project. The Facility opened for use in 1996 and has proven to be a successful partnership effort, with all three agencies recognizing its value to taxpayers and to their own operations.

Since its original opening, the facility has added offices for the Minnesota State Patrol, Mn/DOT office space for their design and construction efforts in this region, Trailblazer Transit, cold storage, and additional vehicle/equipment storage buildings on site. Since then, shop equipment has been added to enhance vehicle maintenance capabilities for all three agencies.

This award-winning facility has been successful at serving State, County, and City operations. HATS is anticipated to continue growing as it meets future needs of partner agencies. This facility serves as a model for shared facilities statewide. Several shared facilities in Minnesota and beyond have included a visit to the HATS Facility in the early stages of their own planning processes.

Plans are to remodel existing space for vehicle maintenance, expand the facility's storage capacity and replace fueling systems, hopefully in the next 2-3 years.

THE PUBLIC WORKS DIRECTOR POSITION

The City is currently faced with a vacancy in its Public Works Director position for the first time in over 17 years. The previous Director's tenure marks a period of tremendous growth with the City, which saw improvements/expansions to the water and wastewater systems, airport, and the public transportation system. Major projects included the reconstruction of Highway 7, Main Street (Highway 15), a solar array project at the Wastewater Plant, and the replacement of the Crow River Dam. The City prides itself in being a GreenStep City, a Bicycle Friendly Community, a SolSmart Community, and a "Complete Streets" City. The City is looking for a new "Visionary" to lead the Public Works Department for the years to come.

The Public Works Director reports directly to the City Administrator. Previously the Public Works Director position included the role of being City Engineer. The City will be transitioning into a new phase of management in which the Public Works Director and City Engineer positions will be separated. Upon hire, one of the first responsibilities of the new Public Works Director will be to fill the vacant City Engineer position.

The person in this position must be a visionary and a collaborator who will lead the department into the future. The incoming Director will be expected to quickly establish effective supervisory and general working relationships with all of the employees. Strong personnel, leadership, coaching skills, and a collaborative working mindset are required to foster a positive team environment. The individual must provide overall leadership to a department with nine divisions and seven direct reports, and is responsible for a wide-variety of services to the community.

The Director must have exceptional interpersonal skills to be able to build professional effective working relationships and trust, and be accessible and responsive to the wide variety of individuals with which the position has contact. The Director must have excellent oral and written communications skills to effectively communicate with a variety of individuals and personalities.

The next Director should be able to anticipate and plan for future public works trends and demands. Prior supervisory experience in a public works setting is highly desired. The Director will be expected to multi-task and be able to handle multiple projects and issues at one time. Upon hire, the Director will also become an integral part of the City's leadership team.



Hutchinson Schools

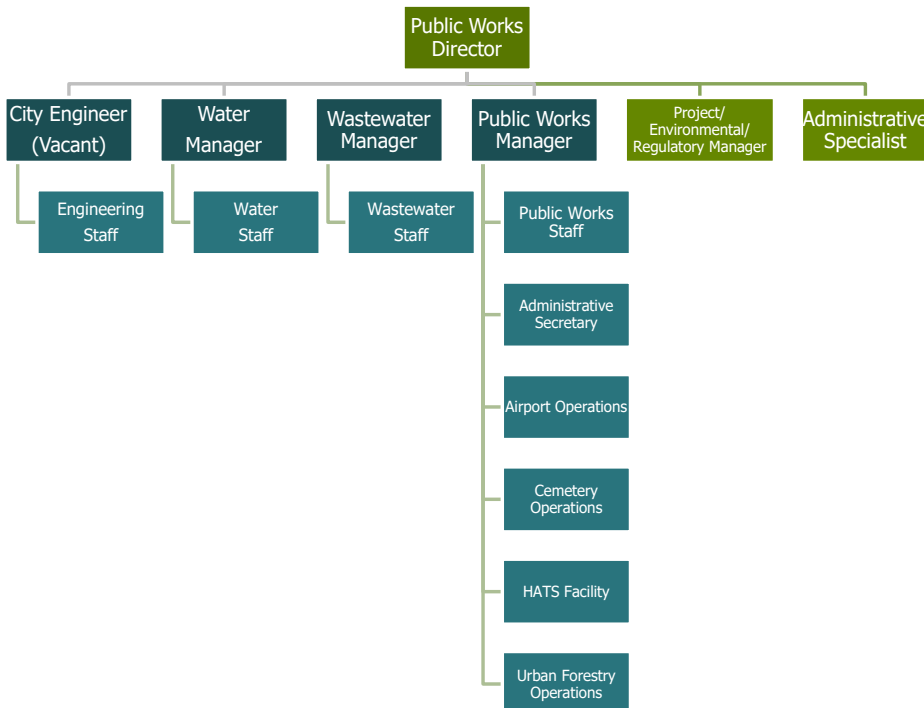
Hutchinson Independent School District #423 is the local public-school system consisting of West Elementary (preK-1), Tiger Elementary (2-3), Park Elementary (4-5), Hutchinson Middle School (6-8) and Hutchinson High School (9-12). Current enrollment of the district is approximately 2,600.

Hutchinson High School is generally above average in all state and national exams, has consistently exceeded state and national average on ACT tests, and has had numerous students receive National Merit recognition. Hutchinson High School is known statewide for its TigerPath Academies, with additional information found here: www.hutchtigerpath.com

Hutchinson offers other educational opportunities for K-12 education through local public charter schools and parochial schools.

Ridgewater College (part of the MNSCU system) is the local higher education option, and there are numerous first-class educational institutions within a 70-mile range of Hutchinson.

- University of Minnesota
- St. Cloud State University
- College of St. Benedict's
- St. John's University
- University of St. Thomas
- Minnesota State University - Mankato
- and many others in the Mpls/St. Paul metro area



EXPERIENCE AND EDUCATION

The required qualifications for the position of the Public Works Director include:

- Bachelor's degree in civil engineering, public works or a related field with a valid Minnesota driver's license;
- Minimum of eight years (ten years preferred) in a progressively responsible experience in senior public works or engineering position;
- Demonstrated ability in all phases of public works management including engineering, streets/alleys, water systems, wastewater systems, urban forestry, and stormwater systems;
- Experience in creating and managing an annual budget and capital improvement plan in a municipal/ government setting;
- Ability to communicate effectively both verbally and in writing;
- Comfort working with an array of stakeholders including elected officials, residents, county officials, and state and federal governments;
- Ability to work in a team setting, alongside multiple department directors;
- Ability to formulate short and long-range strategies for improving public works goals, objectives, and priorities for each division.

COMPENSATION AND BENEFITS

- **\$97,100 - \$145,700** (2022 Annual Salary Range)
- State of Minnesota PERA retirement program
- Health Insurance – Health Savings Account (\$2,000 contribution for family coverage, \$1,000 for single)
- Dental Insurance – single or family coverage
- Life Insurance
- Long-term Disability Insurance
- Salaried Compensatory Time
- Vacation Leave
- Sick Leave
- Paid Holidays



APPLICATION REQUIREMENTS

All qualified applicants are encouraged to **apply by October 14, 2022**. This is the deadline date for the first review of applications. The position will remain open until filled.

To apply, please send a completed city of Hutchinson application packet, resume, and letter of interest to the attention of:

Matt Jaunich
City Administrator
City of Hutchinson
111 Hassan Street SE
Hutchinson, Minnesota 55350

Application packets are available at City Center, on the City website at www.hutchinsonmn.gov, and can be requested via e-mail at snelson@hutchinsonmn.gov or by telephone at 320-234-5608.

Questions regarding the application process may be directed to the City of Hutchinson Human Resources department at 320-234-5608.



HUTCHINSON
A CITY ON PURPOSE.