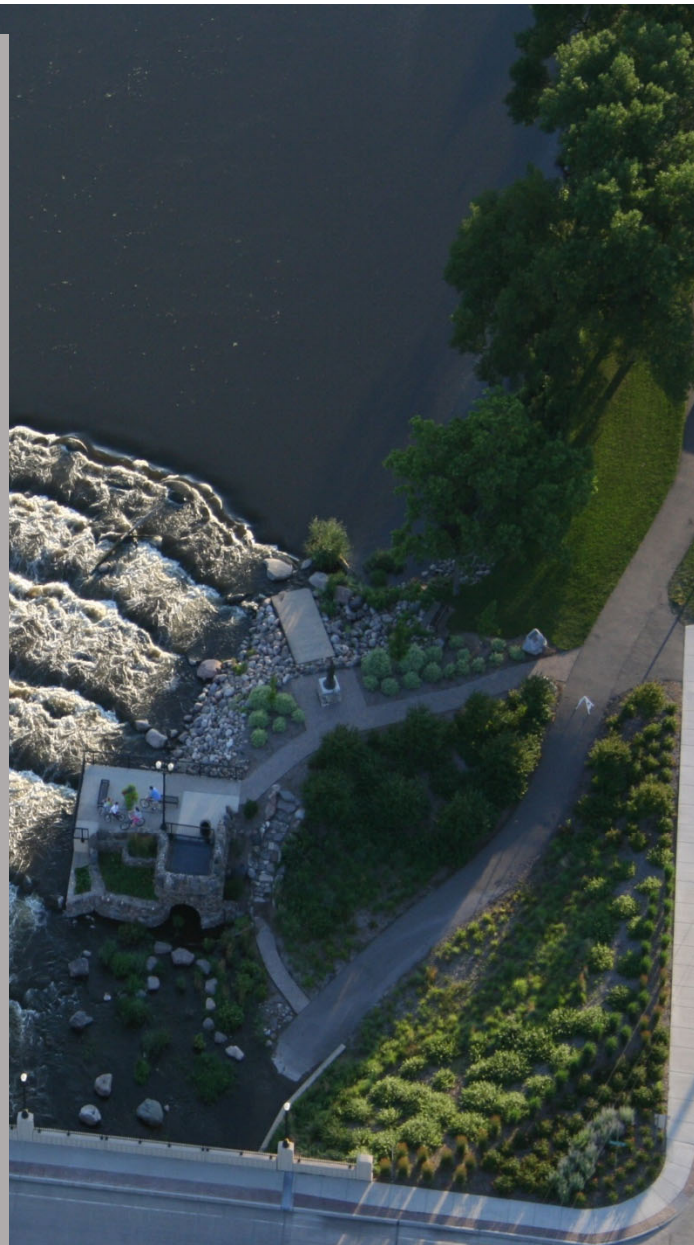


2024 ANNUAL CITY REPORT

MAY 2025

**Annual City Report for Year Ending 2024
City of Hutchinson**



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2024 Annual Report

Overview

The City of Hutchinson's Annual Report provides an overview of the services provided over the previous year. This report is attempting to measure the "performance" of the City on an annual basis. All data and information referenced is accurate from January 1, 2024 through December 31, 2024. To the extent possible, information is compared with the previous year(s) to provide a base from which to measure services and accomplishments.

Organization of Report

This annual report is arranged according to the City's organizational department model, with data reported by the major departments within the City. This report is intended to show:

- Alignment of City services with the City's Core Values, Mission Statement and Vision Statement
- Priorities within the annual budget
- Trend data impacting City services

Limitations of Performance Measure

Applying performance measure in the public sector presents a number of limitations:

- Information can be subjective and highly dependent upon each individual's source used
- There is no single measure of success, such as profit in the private sector
- Data is not all-inclusive, a precise science, a quick fix nor the only tool available for decision-making

Even with these limitations, there is still a need to measure performance and develop standards for comparing Hutchinson to other cities. The City has historically used the other 18 outstate small regional centers¹ as market comparisons for a variety of data points.

Performance measurement can mean different things to different people. One of the goals of this report is to tell a story about whether or not the City and its activities are achieving the objectives of and if progress is being made toward attaining city policies and/or goals. Another goal of this report is to provide the Hutchinson City Council with information to help them determine if their desired results are being accomplished.

¹ Albert Lea, Alexandria, Austin, Bemidji, Brainerd, Cloquet, Fairmont, Faribault, Fergus Falls, Hibbing, Marshall, New Ulm, Northfield, Owatonna, Red Wing, Willmar, Winona, Worthington

2024 Annual Report

Executive Summary

I'm pleased to present to you the fifth annual City of Hutchinson Annual Report. It is the City's intention to produce this report on an annual basis so that the City Council, residents and businesses of Hutchinson can be informed of and engaged in city services and the measurement of how the City is performing. We continue to build upon this report and have a goal of showing more "performance-related" measures in the future. This report still doesn't necessarily tie performances into all of the City's core values, with a goal to build upon that in future reports.

While 2023 was a year of preparing ourselves for the future, 2024 was a year of anticipating what that future will look like. We spent a lot of time this year planning and preparing for the next five years. We had several strategic planning sessions and 2024 saw an update to our downtown plan. All of that planning has led into future interest for the community. When interest rates dropped, we saw a significant uptick in interest in new housing within the community. As this is being written, we are looking at the possibility of at least four new housing developments being constructed in the next year or two and interest in new retail and commercial growth is starting to increase. We never really feel comfortable until we start seeing dirt move, but the interest in the community is very exciting! The future of the City looks to be exciting and bright and potential growth could have an upward pressure on the need to expand infrastructure, and this upward pressure is something the City Council needs to be mindful of.

The City's average monthly unemployment rates continue to remain low with an average monthly rate of 3.4% in 2024. These rates continue to remain in line with the State (3.1%) percentages and below the Federal (4.0%) percentages. Vacancy rates for our market rate rental units also continue to be at historic lows and our median sales price of our residential homes continue to rise, having increased from \$246,250 last year to \$268,900² in 2024, the twelfth straight year of an increase. Home resales continue to remain steady (as inventory presents itself) and home foreclosures (lack thereof) continue to remain low. While home resales continue to remain steady, we have seen a tighter housing market, which has resulted in new homes continuing to be constructed in town. We issued 21 building permits for new homes in 2024, the twelfth straight year in where we have issued 20 or more new home permits. Permits issued would have been higher if not for the high cost of supplies and labor and low lot inventory levels.

The new homes being built this past year will push our ten-year total at 270. This past spring, the completion of the Michael Court apartments on the north side of town moved our total to at least 308

² Source: Minneapolis Area Realtors

new rental units opening up over the past eight years. Not included in those numbers is the 20 new permits pulled for new mobile home units in Country Club Terrace. Along with new housing, we saw the Wealth Enhancement Group and Nautical Bowls buildings open up in town with several others doing remodels or expansions. MITGI moved their operations downtown (old Shopko building) and the Days Inn went through a major remodel this past year. Outside of private investment, construction began this past fall on a new grandstand at VMF, which should be ready for the start of baseball season in 2025. The City has added over \$355 million in new value to the community over the past ten years as well, and we are anticipating continued growth in the next year.

2025 hopes to continue the recent trend of investments within the community. 2025 should see the completion of the Les Swab Tire building on Highway 15 south and the Family Dollar building on Highway 7 west, along with potential industrial business expansions. New businesses (Hotel?) and business expansions should continue on Main Street. More single-family homes will be constructed and the construction of a new 60-70-unit apartment complex in downtown Hutchinson could start in 2025 as well. To assist with our housing shortage, the City is currently in discussions with developers that could result in 3 to 4 new housing developments beginning construction in 2025 that could add upwards of 200 new residential lots. The City will continue to market the Industrial Park and we are hoping that a lot of the interest that is brewing currently in Hutchinson will result in projects or the start of projects in 2025.

One of the goals I have for this City is for it to be the best and most attractive small regional center in outstate Minnesota. In an effort to be the most attractive small regional center, it is our responsibility to create an atmosphere that is conducive for growth and achievement throughout the community. This report is a culmination of the effort staff put forth in 2024 in providing quality services hopefully at a cost of government similar to, or less than, comparable outstate regional centers. As we look to the year ahead of us, I know this community will continue to be resilient and I strongly believe that the year ahead of us will be better than the previous. There is a lot to be excited about and I look forward to what the future holds!

Matt Jaunich
City Administrator

2024 Annual Report

Our Story

In late 2019, the City of Hutchinson embarked on a community branding initiative, along with a marketing strategy to assist city staff and elected officials in promoting the city of Hutchinson to new residents and young families along with prospective businesses and developers. The study was to provide insights regarding current perceptions of the City and help to drive the recruitment of new residents and young families; energize current residents and instill a sense of pride of the community; and position the City as a desirable place for relocation and redevelopment to increase new resident attraction and economic growth. Below is the City's brand story or message.

Brand Message

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

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 similar to, or less than, comparable out-state Minnesota Cities

VISION STATEMENT

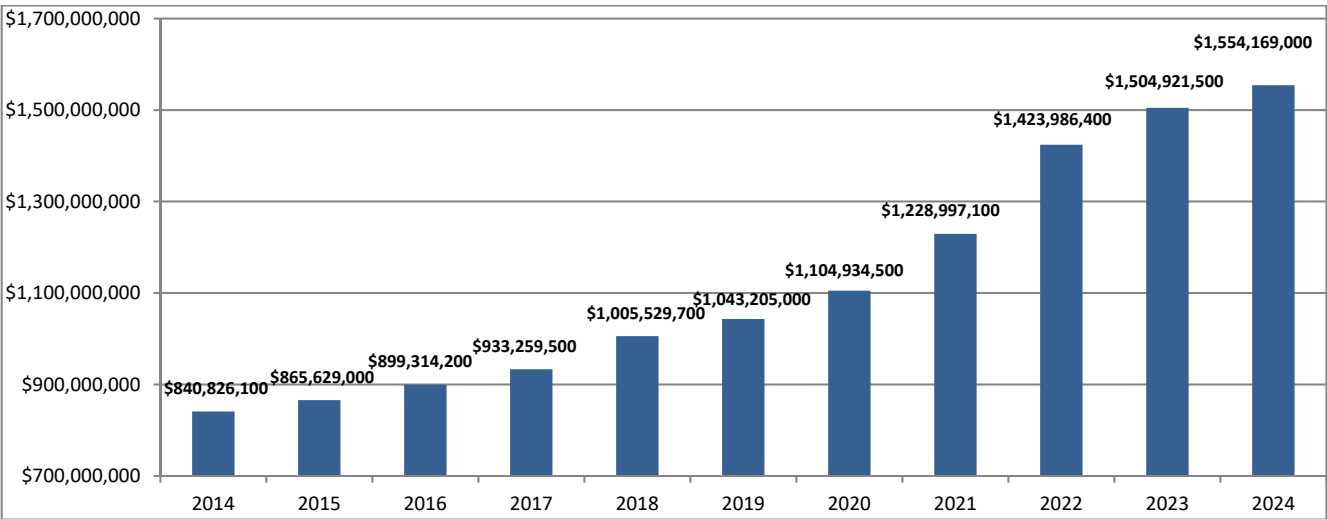
Our vision for the City of Hutchinson is that we will continue to be an involved, progressive and innovative community that promotes our regional prominence while preserving our hometown character and delivering quality, cost-effective services

2024 Annual Report

Broad Indicators

Assessed Market Value

One of the most significant indicators of Hutchinson’s success is demonstrated in the consistent growth in total assessed market value.



The total assessed market value of the city increased 3.3% in 2024. Residential values increased 3.4%, commercial/industrial values increased 3.9%, apartment values remained steady, and agricultural values saw the largest increase at 28%. 2024 was the twelfth straight year that the assessed market value of the City increased.

The bottom year of 2014 reflect the “great recession” and values have increased 85% since that time; an average of 6.4% each year. Current values are at all-time high for the City. The market value for each year is determined as of January 1 based on prior year sales. It is anticipated that the 2025 assessed market values will also show an increase.

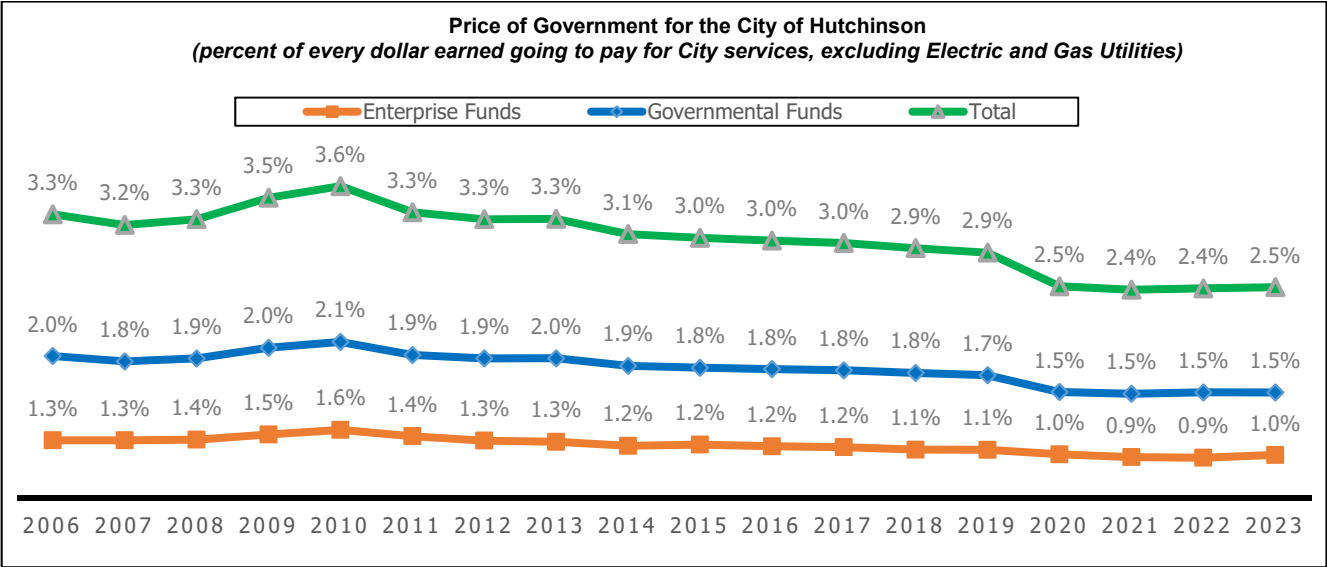
Price of Government

In recent years the City has tracked it’s “Price of Government” as a means to measure local government affordability. The “Price of Government” involves examining how much residents pay for all City services compared to the estimated income in the community. This analysis allows the City to compare how much residents pay for those municipal services on an annual basis and see how that amount has changed over time.

The graph below shows the City’s price of Government since 2006. The price has been stable throughout the analysis period, but did increase during the recession to its highest level in 2010.

Since 2010, the price has slowly decreased and somewhat leveled off in recent years, indicating that personal income is growing at a faster rate or at the same level as the cost of city services.

Data is always a year behind due to the lag in the availability of data from the U.S. Bureau of Economic Analysis. For 2023, Hutchinson Citizens spent 1.5% of each dollar earned on the day to day operations of the City and 1.0% on the City’s enterprise funds. In total, approximately 2.5% of each dollar earned by Hutchinson citizens was spent on City services.



Bond Rating

An important indicate of financial stability is the credit rating assigned by independent rating agencies.

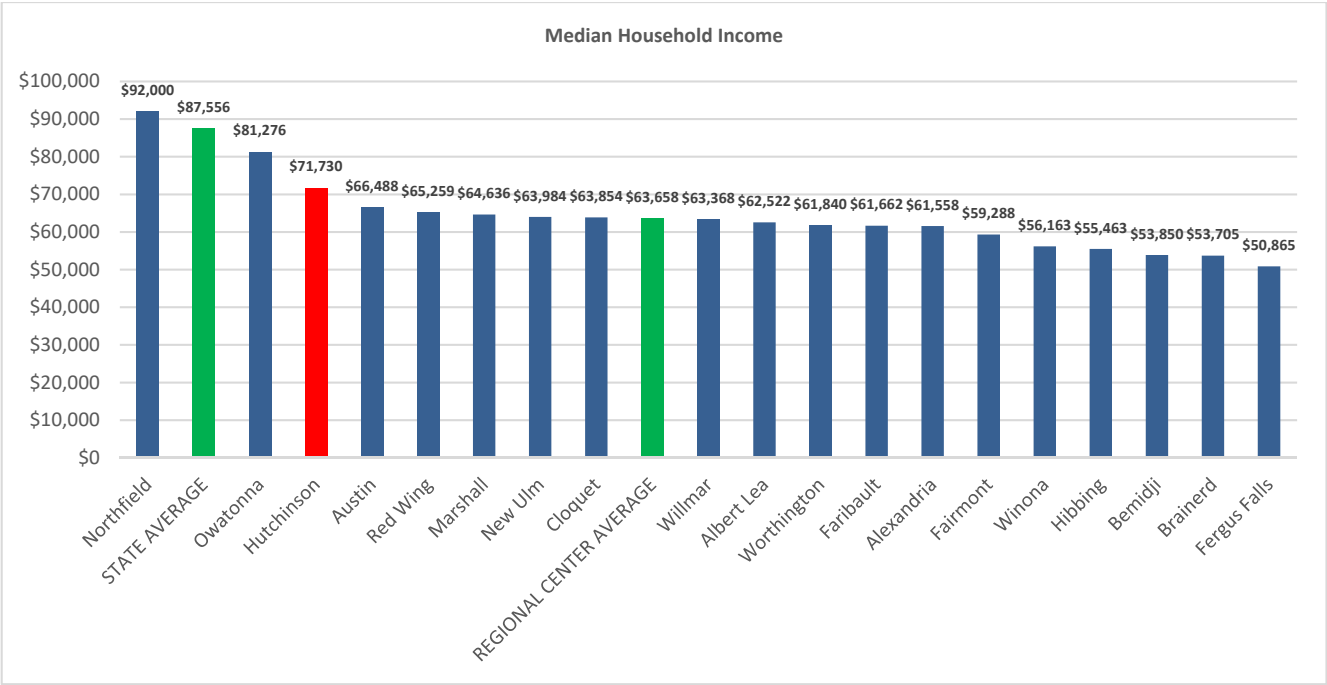
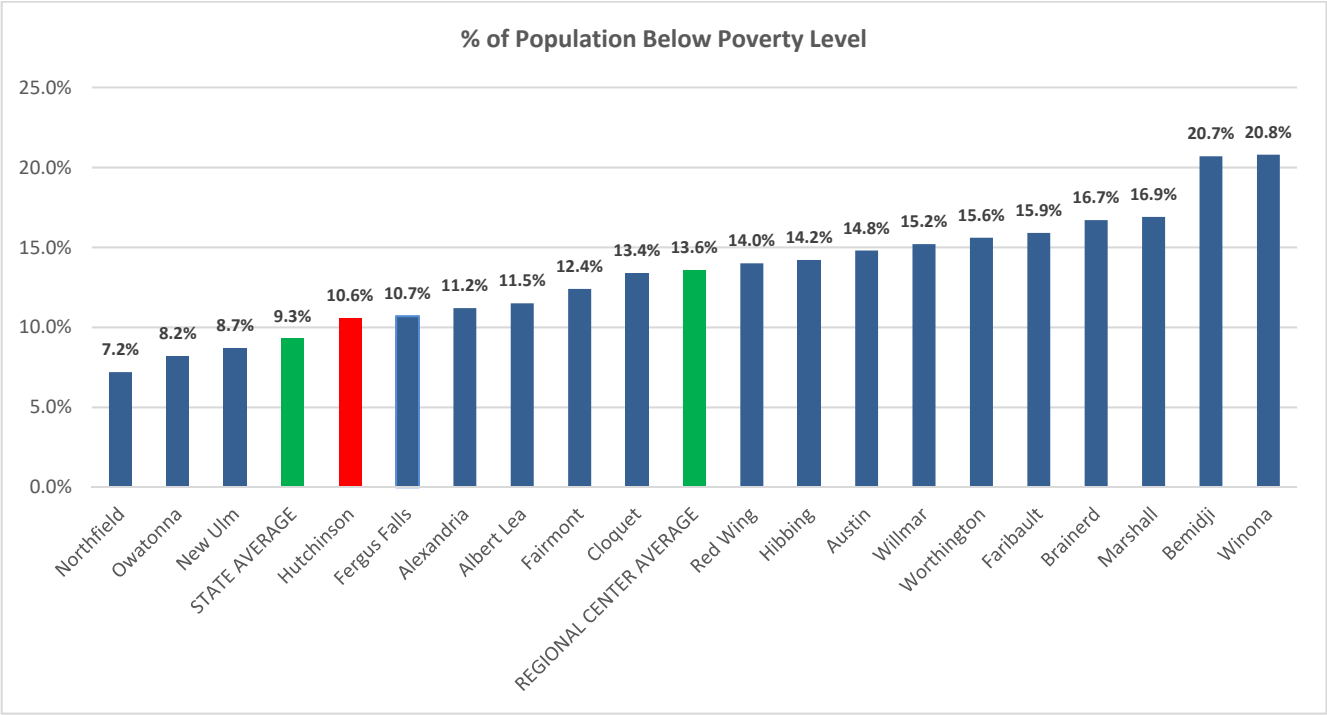
In 2024, Standard & Poor’s (S&P) Rating Services reaffirmed its AA- rating for the City of Hutchinson. This rating is 4th strongest on S&P’s rating scale and identifies the City has having a “stable outlook”. The independent evaluation of a municipalities credit risk is one of the single most important indicators of prudent financial and administrative management. The evaluation considers many factors including the local economy, budgetary management, debt load, and budgetary performance.

Poverty Levels and Household Incomes³

The City of Hutchinson monitors poverty levels and household income levels in an effort to gauge the economic strength of the community. Historically the City has had poverty levels below that of the State and Regional Center averages. While household incomes have been below that of the state

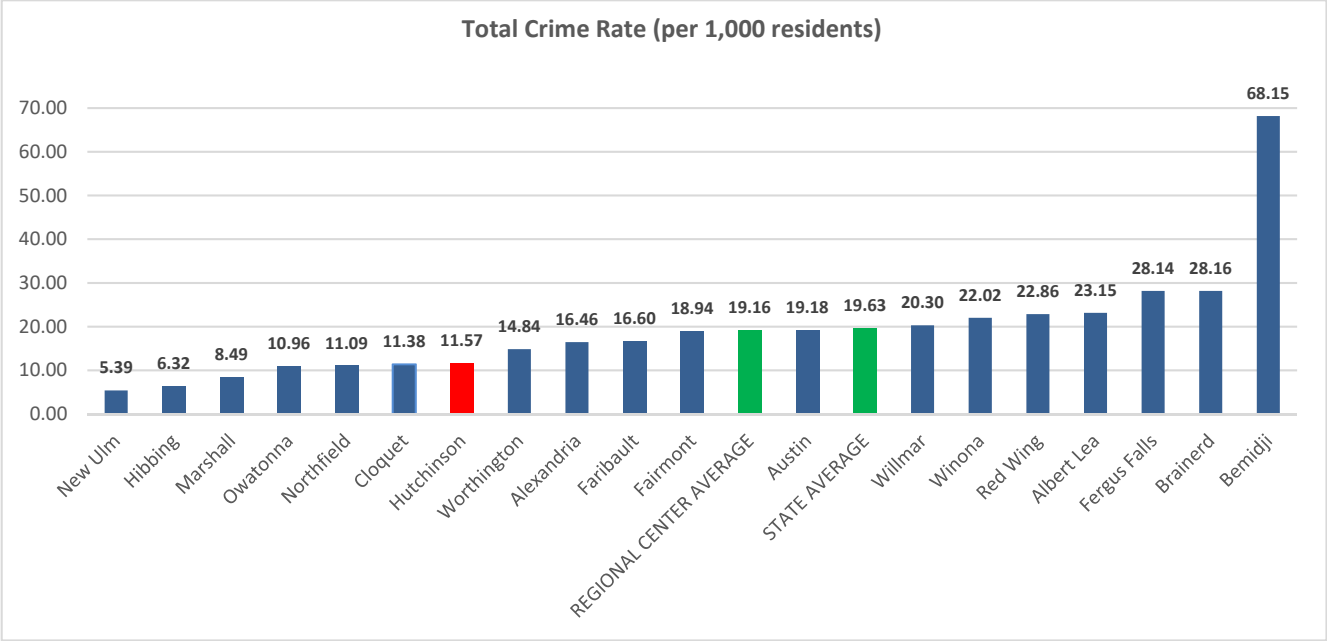
³ Poverty and household income data was from the 2023 Census Estimate information.

average, it has remained in the upper third and above average of the outstate regional centers that Hutchinson compares itself to.



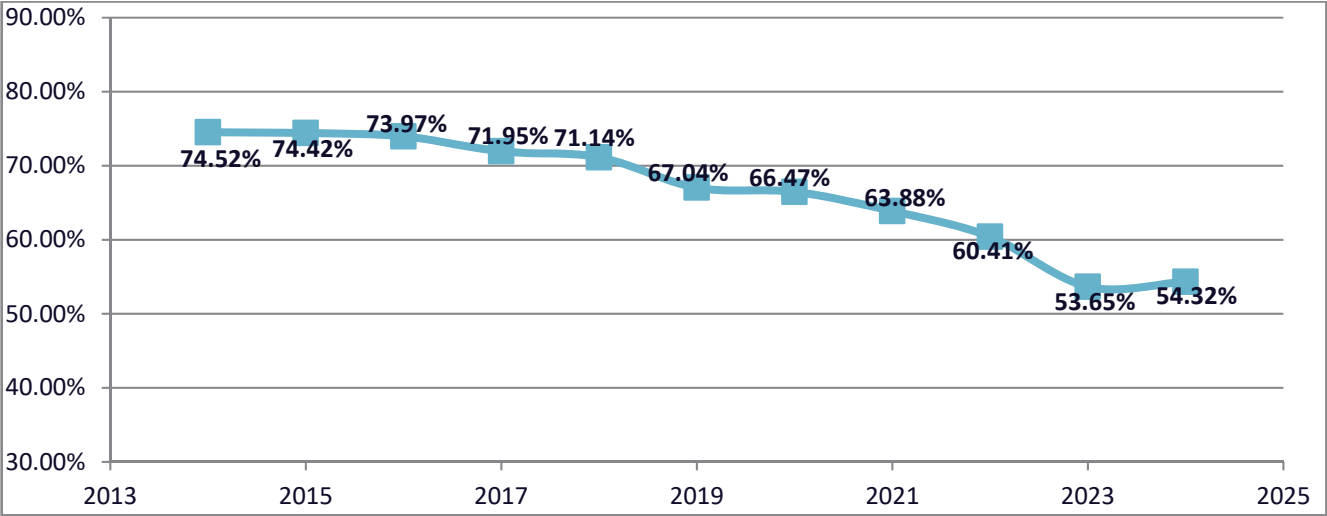
Crime Rates⁴

The City of Hutchinson monitors crime rates in an effort to gauge the safety of the community. Historically the City has had crime rates below that of the State and Regional Center averages. Crime rates are a combination of violent and property crimes per 1,000 residents.

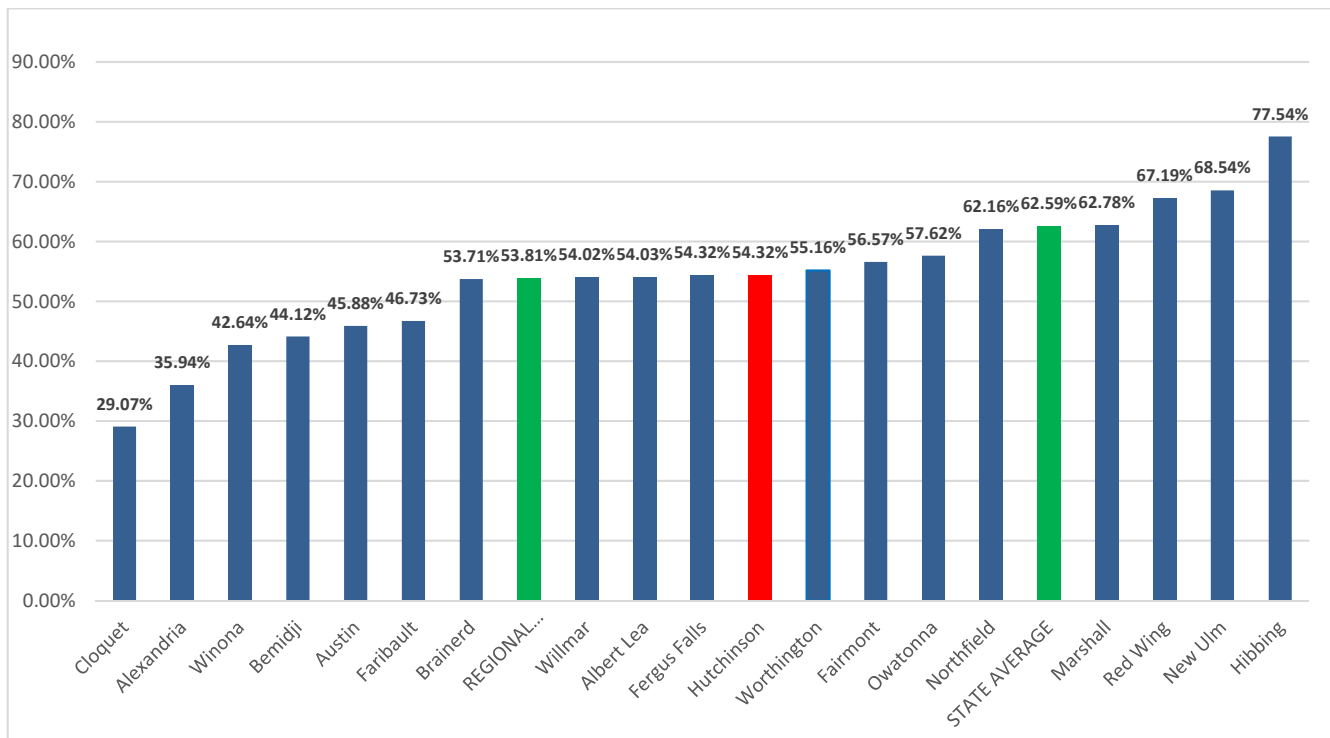


City Tax Rates

The following tables show a comparison of city tax rates to other outstate small regional centers. The first table show's the trend of the City's tax rate since 2014. The second is a comparison of the 2024 tax rates of out-state regional centers. The following tables reflect only the City portion tax levies and do not include special levies that cities may also certify.



⁴ 2023 Calendar Year Data; released by the FBI in October 2024



The table down below shows a comparison of Hutchinson’s 2024 city tax rate for city services with other outstate regional centers. Hutchinson’s tax rate was the tenth highest out of the 19 regional centers.

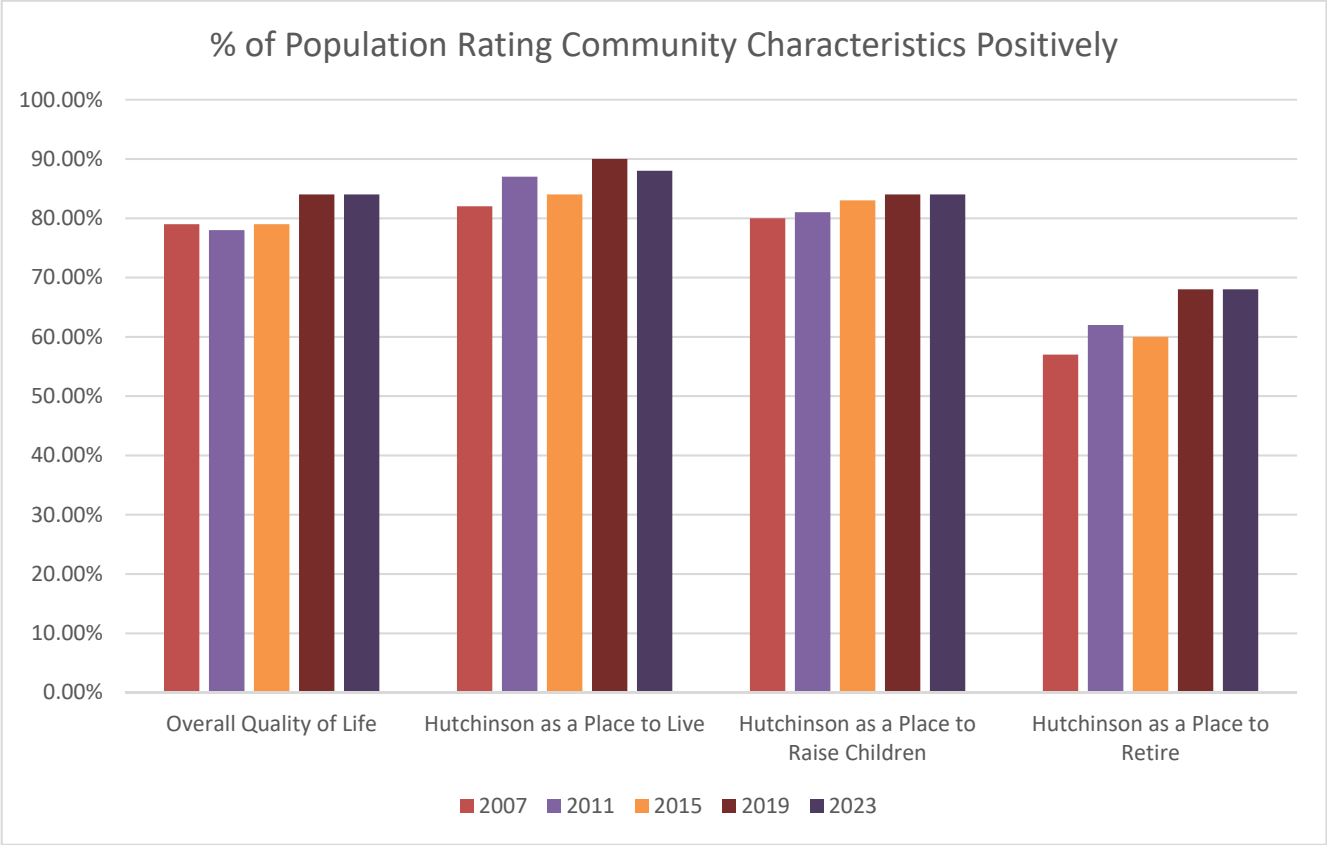
	<u>19 Regional Centers</u>	<u>2024 Tax Rate</u>	<u>2023 Tax Rate</u>
1	Cloquet	29.07%	29.25%
2	Alexandria	35.94%	37.44%
3	Winona	42.64%	40.88%
4	Bemidji	44.12%	44.42%
5	Austin	45.88%	45.32%
6	Faribault	46.73%	47.44%
7	Brainerd	53.71%	58.14%
8	Willmar	54.02%	52.60%
9	Albert Lea	54.03%	52.29%
10	Fergus Falls	54.32%	53.38%
10	Hutchinson	54.32%	53.65%
12	Worthington	55.16%	55.80%
13	Fairmont	56.57%	57.94%
14	Owatonna	57.62%	57.31%
15	Northfield	62.16%	62.58%
16	Marshall	62.78%	59.70%
17	Red Wing	67.19%	61.00%
18	New Ulm	68.54%	75.12%
19	Hibbing	77.54%	94.83%
Average of 19 Regional Centers		53.81%	54.69%

2024 Annual Report

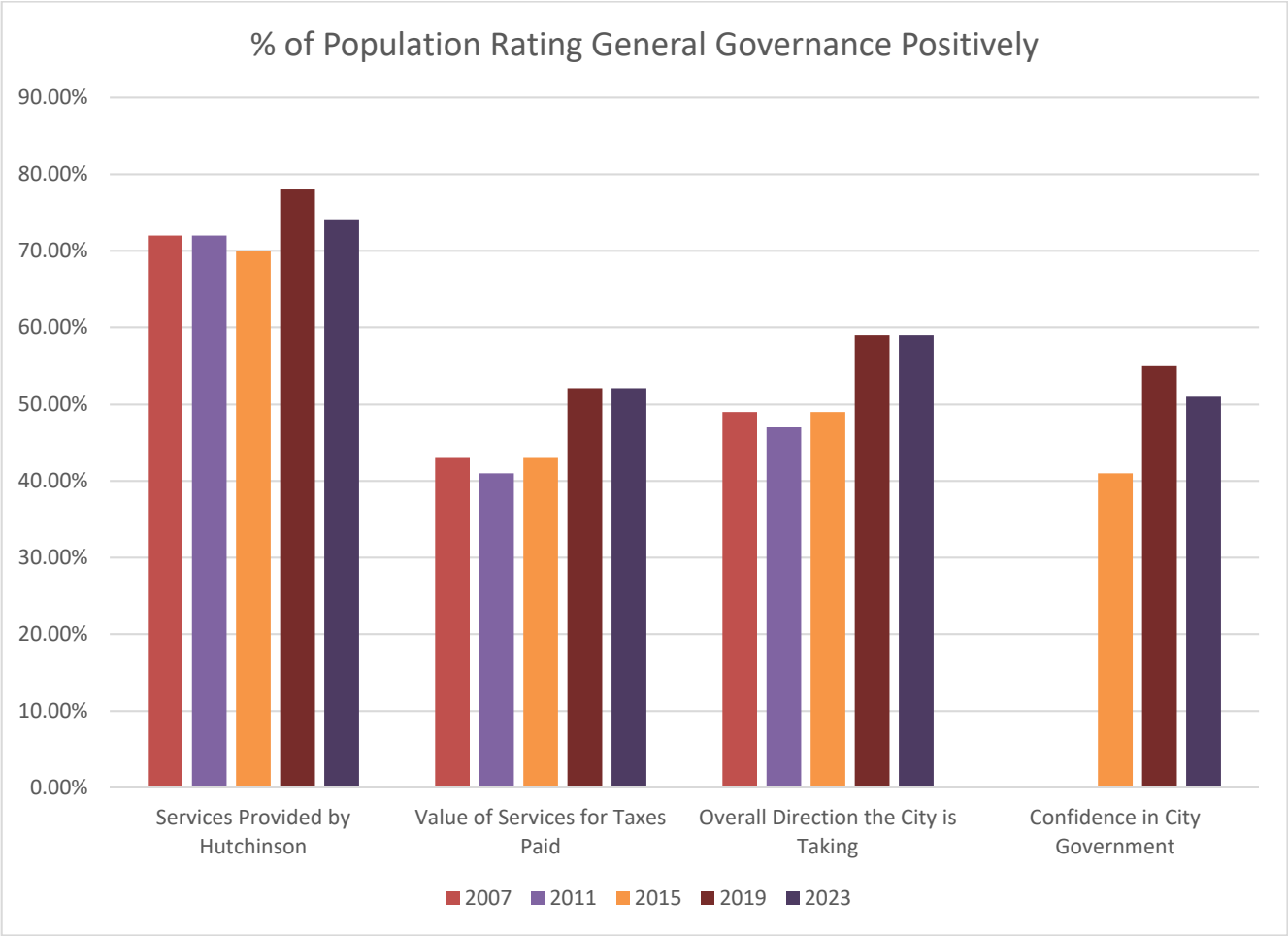
Community Surveys

Feedback from the community is also an important measuring tool for the City. The City of Hutchinson conducts statistically valid community surveys every four years through the National Community Survey (NCS). The community survey assesses aspects of community life, local government service quality, and resident participation in community activities. The survey captures residents’ opinions and the results are based on resident perceptions. Overall, the survey describes areas where the community believes things are going well and sheds lights on the areas that could benefit from improvement.

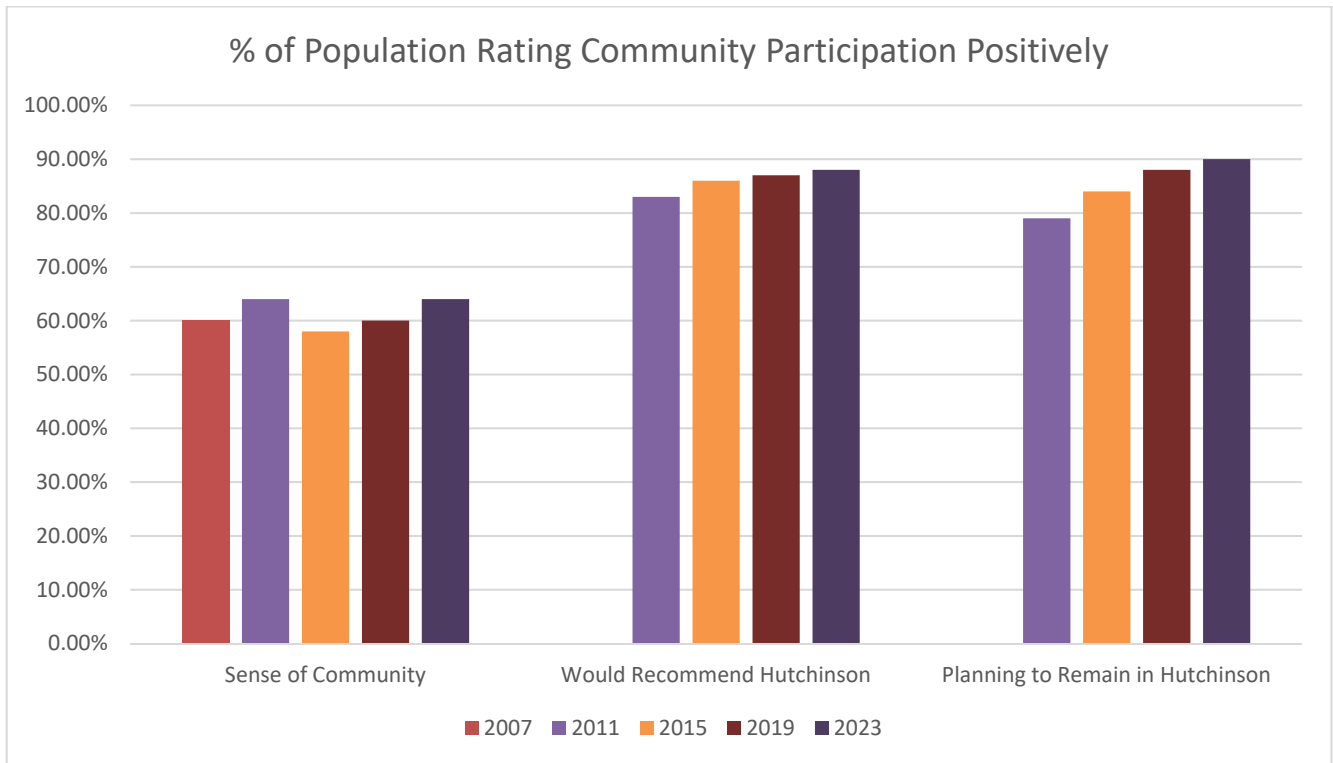
When it comes to aspects of making a community livable, attractive and a place where people want to be, the latest survey (2023) showed that the percentage of residents responding “excellent” or “good” stayed pretty steady from previous years. The majority of our residents (84%) rated the quality of life in Hutchinson as excellent or good; 88% rated the city as an excellent or good place to live; 84% rated Hutchinson as a place to raise children as excellent or good; and 68% viewed Hutchinson as an excellent or good place to retire.



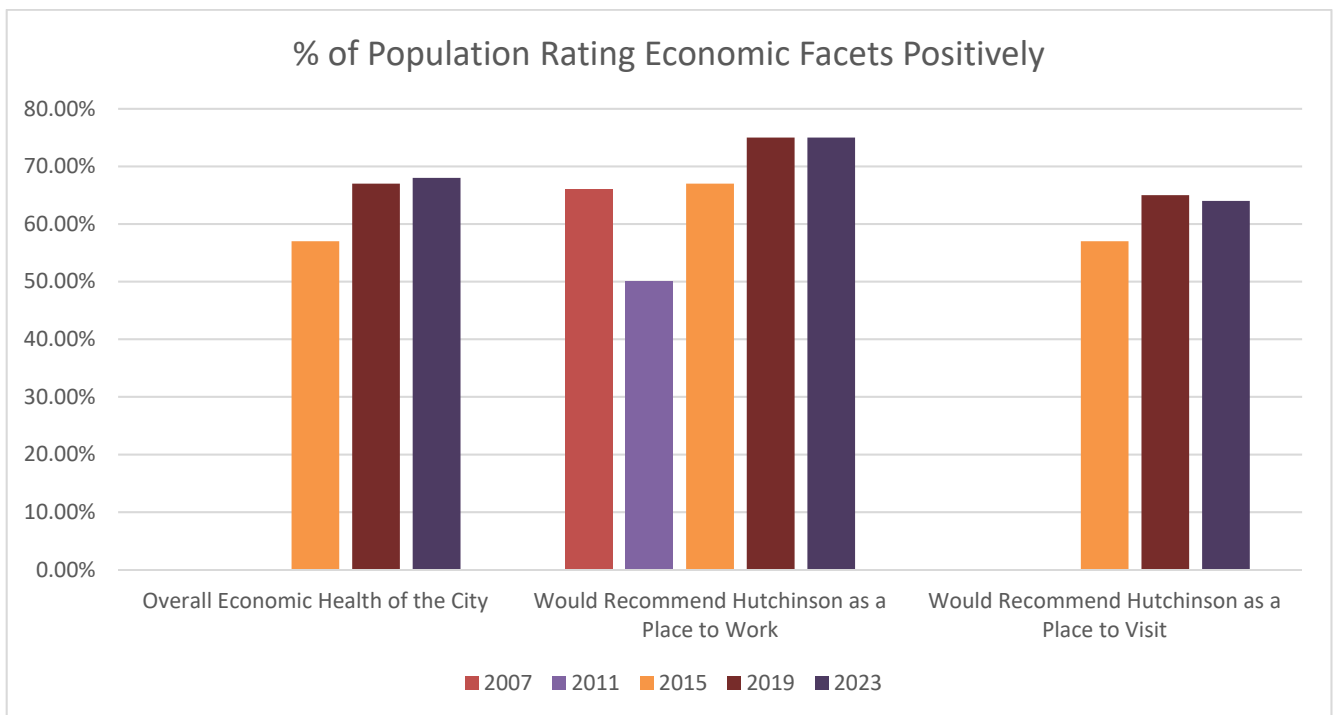
When it comes to how well the government of Hutchinson meets the needs and expectations of its residents, the latest survey showed that the percentage of residents responding “excellent” or “good” remained relatively steady from previous years. The majority of our residents (74%) rated the overall quality of services provided by the City of Hutchinson as excellent or good; 52% rated the value of services for taxes paid as excellent or good. 59% rated the overall direction city government is taking as excellent or good, and 51% viewed confidence in city government as excellent or good.

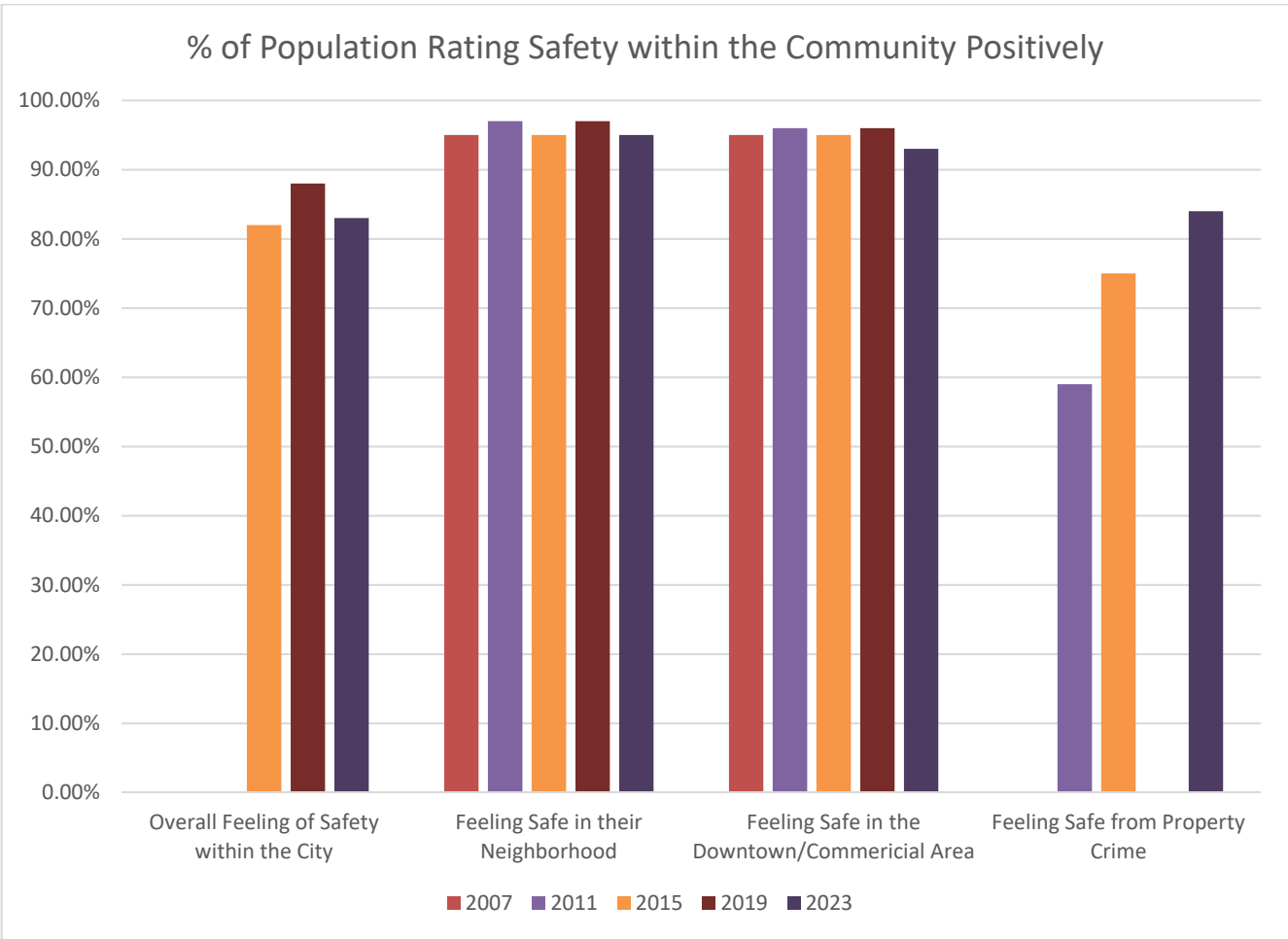


When it comes to how well the residents of Hutchinson are connected to the community and each other, the survey showed that the percentage of residents responding “excellent” or “good” improved from the previous surveys. 64% of our residents rated the overall sense of community as excellent or good, while 88% of the residents would recommend living in Hutchinson to someone else and another 90% planned to remain in the community for the next five years.



The last two graphs show how residents feel about two important aspects of the community, the economy and safety. The data highlights that the percentage of residents responding “excellent” or “good” remained steady or improved from the previous surveys on these two important topics.



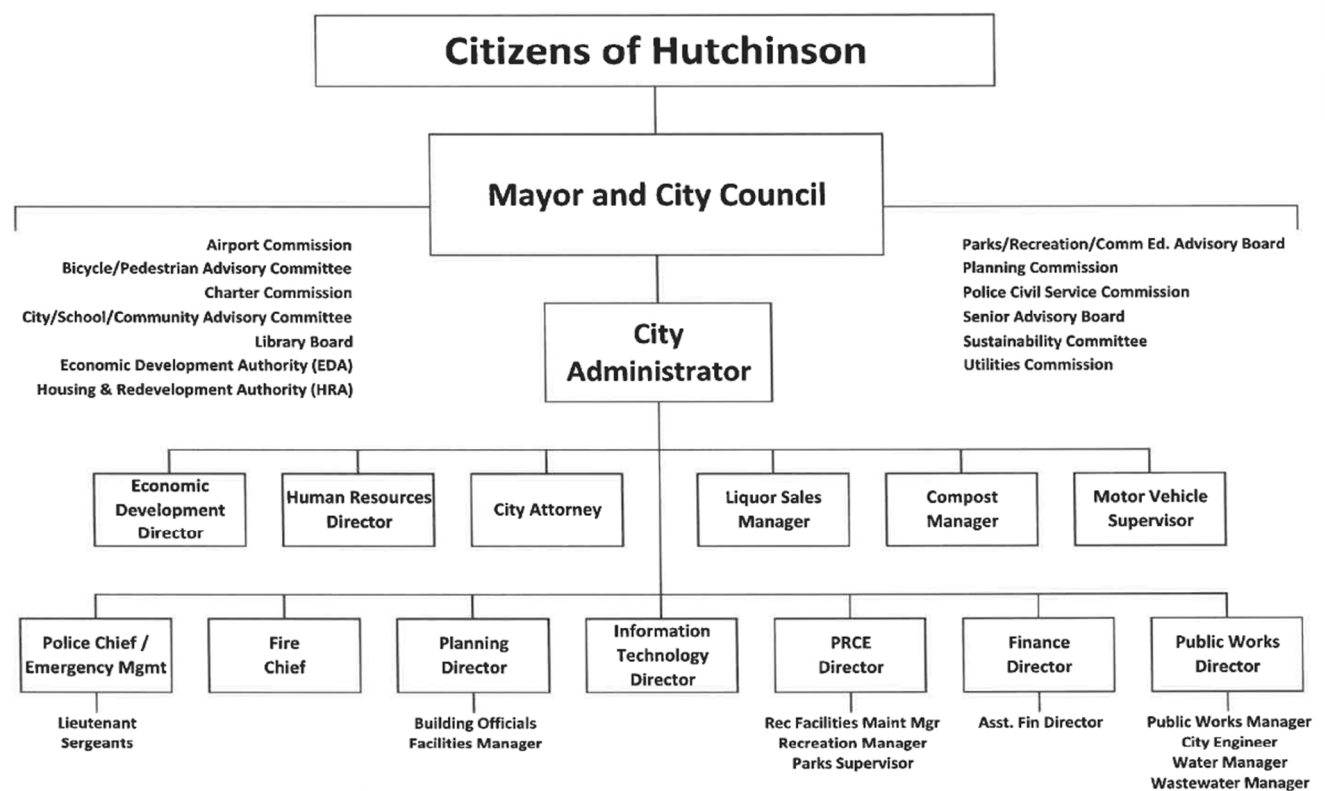


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Organization of the City

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 consist 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” form of government. The mayor serves as the chair to the council, but does not have greater authority than the other council members do. The mayor and council are responsible for making policy and legislative decisions that govern the City, while relying on the city administrator and staff to handle the administrative and day-to-day operations of the City.

As chief executive officer, the city administrator is the sole employee of the city council and is responsible for ensuring the day-to-day operations of the city are being met. The city administrator is appointed annually by the city council. 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.



2024 Annual Report

Grants and Donations

Another way to consider the effectiveness of how a community is built is by how the City leverages its resources. How does the City save local tax dollars through grants, donations, sponsorships and state and federal assistance? The following are major grants, donations and state or federal aid from the past year that help fund major services provided by the City:

Parks & Art

• Burich Foundation donation for River Fountain –	\$15,000
• Various donations for Fireman’s Park –	\$2,750
• Donation for Shady Ridge Park –	\$2,000
• Regional grant for bike fix-it station at the Depot –	\$2,228.72
• Various grants and donations for Bike Fleet project –	\$9,997.92
• Lions Club annual donation for upgrades made to Lions Park –	\$1,620
• VFW donation for improvements to VFW baseball field –	\$23,001.50
• Oddfellows donation for Oddfellows Park equipment –	\$5,000
• Hutch Huskies donation to new fence at VMF –	\$3,000
• Hutch Huskies banner monies for future VMF expenses –	\$17,200
• State grant for Goats on the Go program –	\$31,157.23
• Grants and donations for the new VMF Grandstand –	\$150,000
• Hutchinson Hockey Association Donation for drink rails –	\$3,000
• Civic Arena donation for girl’s locker room improvements –	\$10,000
• Civic Arena donation for boy’s locker room improvements –	\$10,750
• Police memorial park donations –	\$190
• Private donations to the public arts sculpture stroll –	\$500
• SWIF grant for AFS statue maintenance –	\$1,500

Public Safety

• General donations to police department –	\$5,788.80
• Federal grant for bulletproof vests –	\$827.76
• State Training Aid for police department –	\$23,313.77
• State DARE monies –	\$9,963.87
• State grant to police department vests and body armor –	\$3,354.48
• State grant to police department for “Toward Zero Deaths” –	\$1,118.48
• State grant for tobacco compliance check education –	\$600
• Hutchinson Health grant for Crow River SWAT Team –	\$3,375
• General donations to the fire department –	\$3,000
• State grants for fire training –	\$7,260

- State funding for Regional Fire Districts – \$2,454.76
- DNR grant for new fire UTV – \$5,000

Transportation

- Municipal State Aid (General Maintenance) – \$29,280
- State Transportation Advancement Account (delivery fees) – \$7,380
- Federal grant for new Airport hangar – \$125,487.46
- State grant for new Airport hangar – \$4,275
- Airport Aid – \$31,294.50

Recreational Program Sponsorships/Contributions

- Youth Sports – \$23,475
- Senior Center activities – \$1,487
- Civic Arena sponsorships – \$10,825
- Sponsorships of various PRCE programs – \$4,480.60
- Waterpark umbrella sponsors – \$2,700

State Pension Aid

- Police Pension Aid – \$290,072.07
- Fire Pension Aid – \$162,392.71

Housing

- State Affordable Housing Aid – \$68,658

Other

- Lions Club donation to forestry – \$1,000
- Fahey Equities LLC donation for 2 benches at 101 Main Street – \$3,792
- County Grant for Refuse Receiving Scale at Creekside – \$6,462.01
- State grant for safety improvements at Creekside – \$6,800
- State MPCA grant for new SSOM process – \$14,529
- State Bonding Grant – Lakes & River Basin Project – \$101,901.20
- State grant for storm water resiliency study – \$59,120

In total, the City received **\$1,310,363.84** in grants, donations, and state and federal aid in 2024.

2024 Annual Report

City Partnerships

Partnerships save city resources and help ease the tax burden on city residents. The City has pursued partnerships with a variety of other government agencies as well as private groups and community service organizations to provide for better community services. All city departments take advantage of opportunities to join forces with different agencies and groups on an on-going basis. Below is a list of many of the partnerships that have had and will continue to impact city operations:

Administration

- Member of the MCMA – Information and Resource Sharing Network
- Member of the ICMA – Information and Resource Sharing Network
- Member of LMC – Information and Resource Sharing Network
- Member of CGMC – Information and Resource Sharing Network
- McLeod County Administrators/Clerks (quarterly meetings/resources)

Finance Department

- Partners with the County in the area of Assessing Services. This service includes the on-site property reviews of approximately 25-30% of total parcels each year.

Creekside

- Per the McLeod County Solid Waste Plan, Creekside receives organic waste material from all McLeod county residents at no charge.
- Creekside also provides a disposal service to all McLeod County municipalities' compost sites.

Fire Department

- Mutual aid agreements with all neighboring fire departments (frequently utilized for large scale events)
- McLeod County Fire Chief's Association (quarterly meetings, resources)
- Metro Fire Chief's Association (membership, meetings, training, resources)
- Minnesota State Fire Marshal's Office (fire code review)
- Meeker/McLeod Fire Safety Trailer (shared regional trailer for teaching fire safety, resource housed at our station and used throughout our multi-county region)
- Minnesota Department of Human Services (conduct fire safety inspections for daycare and foster care centers and homes)
- McLeod County Fair (inspections, grand stand event coverage, facility usage for training)
- McLeod County Sheriff's Dept. (emergency calls, resources & equipment)
- McLeod County Social Services (protection services, child/vulnerable adult)
- McLeod County (community service partnership for troubled youth)
- Project Life Savor (McLeod county partnership, resources housed at our station)
- Regional Disaster Response Unit (Partnership with Immanuel-St. Joseph's Hospital Mankato, resources housed at our station)
- Allina ambulance (emergency calls, joint training)
- 3M (promoting community fire safety and awareness with the use of the jointly owned, "Bullex" digital/electronic fire extinguisher training device).

-
- Village Ranch, Inc. (projects and assistance for young men)
 - Internal – Police Dept. (emergency calls, training site, resources & equip., EOC)
 - Internal – Building Dept. (shared resources for rental inspections, new building plan reviews and final inspections)

Human Resources

- HRA – Provide bi-weekly payroll and all payroll related services. HRA is included in our employee insurance benefit plans and work comp coverage.
- Member of SHRM – Information and Resource Sharing Network
- Complete salary related and other surveys or provide other information as requested – annual LMC survey, ICMA, federal govt. requests, other MN cities, unions, etc.

Information Technology

- Provide, for a fee, fiber connectivity for McLeod County Solid Waste and the fairgrounds for the County network.
- Provide, for a fee, fiber connectivity to Ridgewater East campus for the State of Minnesota network.

Legal

- Hutchinson Utilities Commission – Provide all legal related services as needed through the City Attorney.

Planning & Zoning

- Hutchinson Area Joint Planning Board – City of Hutchinson, McLeod County, Acoma Township, Lynn Township, Hassan Valley Township.
- Backup building inspection services with Meeker County on an as needed basis (has not been utilized recently but contract is in place).
- Partnership with Pioneerland Library services to manage and operate the Hutchinson Public Library. City owns building, provides custodial staff, and manages building and associated improvements.
- Partnership with Lutheran Social Services for Senior Dining Service at Evergreen.
- Partnership with Hutchinson HRA to provide rental rehab inspections both in Hutchinson and County wide for HRA rental rehab projects.

Police Department

- Mutual Aid: An agreement with McLeod County including all municipalities all emergencies as needed.
- Emergency Management:
 - McLeod County including all municipalities
 - Planning
 - Training for licensed and civilian staff
 - Civil Defense siren testing and alerts
 - Coordinated County-wide response
 - Weather spotters through the county
 - County-wide inventory of equipment and resources for emergencies both public and private
- Communication Advisory Board:

-
- Made up of police, fire, and medical agencies throughout McLeod County
 - Addressing radio programming, radio protocols, call out procedures and priorities, resolving issues
 - Southwest Metro Drug Task Force:
 - We currently have one licensed police officer assigned to the Task Force
 - McLeod, Carver, Scott, West Hennepin, Glencoe, Lester Prairie, Winsted, Brownton, Shakopee, New Prague, Jordan
 - Monthly McLeod County Chief's Association (Region VI) meetings:
 - All county Chiefs
 - Sheriff
 - County Attorney
 - State Patrol
 - County-wide training hosted and supported by McLeod County Chief's Association and MPPOA:
 - Active Shooter
 - Mental Health training for licensed and civilian staff
 - Police and Fire Training facility:
 - We allow any law enforcement in the state to utilize our range
 - We allow McLeod County to utilize our range
 - We allow McLeod County to utilize our EOC
 - Special Response Team (SRT):
 - The Hutchinson and McLeod teams train together
 - Respond to all emergencies together
 - Share equipment
 - This approach allows each agency the ability to control costs
 - This approach allows each agency to manage liability
 - This approach allows each agency to control utilization of team within their jurisdiction
 - School Liaison Officer:
 - Hutchinson School District
 - High School and Middle School
 - Shared compensation
 - Park Patrol Officer:
 - Park and Rec. Department
 - Shared compensation
 - DARE Program:
 - McLeod County teaches this program to all schools throughout the County
 - Our contribution is \$8,000.00 annually
 - Project Lifesaver:
 - All police and fire agencies in the county participate
 - The equipment is purchased by the County
 - McLeod County Fair:
 - The two agencies share a display booth during the fair
 - We back up the Sheriff's Pose as needed throughout the fair
 - Susteen Secure view mobile forensic software:
 - Shared service allowing access to mobile phone data
 - Shared fee
 - Safe and Sober:
 - Headed up by the State

- Enforcement program partnered with agencies throughout the state
- ICAC:
 - Computer forensics partnered with the BCA
- CARE Council:
 - HPD has an officer on the Board
 - County-wide participation
- Parent Connection Team:
 - HPD has an officer on the Board
 - County-wide participation
- McLeod County Public Health Nuisance Provider Roundtable:
 - HPD has an officer on the Board
 - County-wide participation
- Adult Protection Team:
 - HPD has an officer on the Board
 - Courts, Prosecutors, Social Services, Probation, Advocates
- Child Protection Team:
 - HPD has an officer on the Board
 - Courts, Prosecutors, Social Services, Probation, Advocates
- Take it to the box program:
 - Hutchinson PD, Winsted, and the Sheriff's Office have drop boxes in their lobbies
- MEADA Coalition (Meth Education and Drug Awareness):
 - HPD has an officer on the Board
 - County-wide participation

Park & Rec

- ISD 423 PRCE Joint Powers Agreement
- ISD 423 Grounds Maintenance Agreement
- ISD 423 Partnership on the Safe Routes to School Program
- Hutch Utilities Maintenance Agreement
- HPD shared Bike Patrol
- Youth Associations: Shared programming for Baseball, Softball, Hockey, Figure skating, Basketball, High Tides, Wrestling, Volleyball, Lacrosse, and Soccer
- Fraternal Organizations: Park Development/Maintenance: Rotary, Oddfellows, Masons, VFW, Legion, Elks, Kiwanis, Jaycees, Boy Scouts, Girl Scouts Lions, Maplewood Academy, and Historic Hutchinson
- Associations: Programs and Events: Chamber of Commerce, River song, Center for the Arts, Little Crow Archery, EDA and Hutch Health
- Adopt-a-Park with the Hutchinson Huskies on Veterans Memorial Field

Public Works

- Engineering – The engineering department staff utilizes and is utilized as a resource to the local MNDOT District 8 and McLeod County Highway Department staffs on projects impacting the City and the region. These projects have leveraged city resources to achieve significant infrastructure improvements.
- Work with the MNDNR – City staff has worked well with MNDNR to address the replacement of the Crow River Dam and improve the Luce Line/River trails corridor, and for improvements to our Lakes/River Basin.

-
- City staff assisted the County in the development of the McLeod County Trails Plan and have worked on future planning efforts of the Dakota Rail Trail corridor improvements.
 - Area Transportation Partnership (ATP) – City staff is continually engaged in ATP activities to promote MNDOT trunk highway system improvements in our region and to capitalize on Federal Aid funds to assist in City projects.
 - Hutchinson Area Transportation Services (HATS) – HATS as facilitated the establishment of a great working relationship with McLeod County and MNDOT. Equipment is shared routinely at the operator/lead level. Examples include the city routinely using a county dump truck to haul biosolids and having MNDOT assist the city by coring concrete for sign installations. MNDOT provides facility maintenance assistance. Fuel purchases are done jointly and fuel is purchased by the State, County and City departments. We are also reimbursed by the State for spring sweeping and snow removal operations and trade for materials with the County to offset spring sweeping costs. We also routinely share aggregate materials stockpiled at HATS amongst the three entities. The City and County jointly purchase winter salt.
 - Airport – At the airport there is significant cooperative efforts between the FAA and MNDOT. Without these entities, it would be unfeasible for the City to effectively operate an airport. Both FAA & MNDOT personnel routinely assist us in troubleshooting problems, determining cost-effective solutions and to help ensure the airport is safe.
 - Cemetery – The chapel at the Cemetery is a joint venture with Dobratz-Hantge Chapel. The Cemetery also partners with local businesses to provide employee parking
 - Safety – Public Works is part of a network made up of other Public Works Departments that serve as a “think-tank” for safety/operational issues related to Public Works operations. While this group meets regularly, off-line various entities are able to provide resources to each other and act as a sounding board for safety/operational issues.
 - Signs – The City has a great working relationship with the County when it comes to utilizing one another’s sign inventory and equipment. This helps to offset the typical lead time or ordering signs.
 - Equipment – The City is part of the MNDOA Cooperative Purchasing Agreement (State Bid) for purchasing equipment other items. This saves a significant amount of time as staff does not have to prepare separate bid documents for each purchase
 - Streetlights – They City has a relationship with HUC relative to energizing and maintaining streetlights.
 - Snow Removal – The County snow blower serves as the City’s backup snow blower.
 - Wastewater – City staff administers an industrial waste permitting process which allows for the City to collect materials from other agencies and organizations for an established fee resulting in City revenues. Also, city staff coordinates a biosolids spreading program with local farmers to cost-effectively dispose of sludge materials.
 - MNWARN – The City is part of MNWARD (Minnesota Water/Wastewater Agency Response Network). This is a formal emergency response program in MN which is facilitated by a standard mutual aid agreement. All of the communities with a 25-mile radius of Hutchinson are part of this network.

2024 Annual Report

Awards and Recognitions

One way to consider the effectiveness of city services is through independent awards and recognitions received by the City and its departments over the past year.

Park and Recreation Department/Fire

- Minnesota Recreation and Park Association (MRPA) Award of Excellence for the Hutchinson Community Bike Fleet Project
- Designated as a "Silver" Bicycle Friendly Community (late 2023)

Environment

- City reconfirmed its status as a step 4 & 5 city of the Green Steps City Program
- 45th year as a Tree City USA Community

Finance

- 28th Straight year being recognized by GFOA for Excellence in Financial Reporting

Wastewater

- Received a Certification of Commendation from the MPCA for Operational Excellence
- Received the George W. Burke Jr. Facility Safety Award

City Administration

Primary Services

The city administrator and the administration department provide the following services:

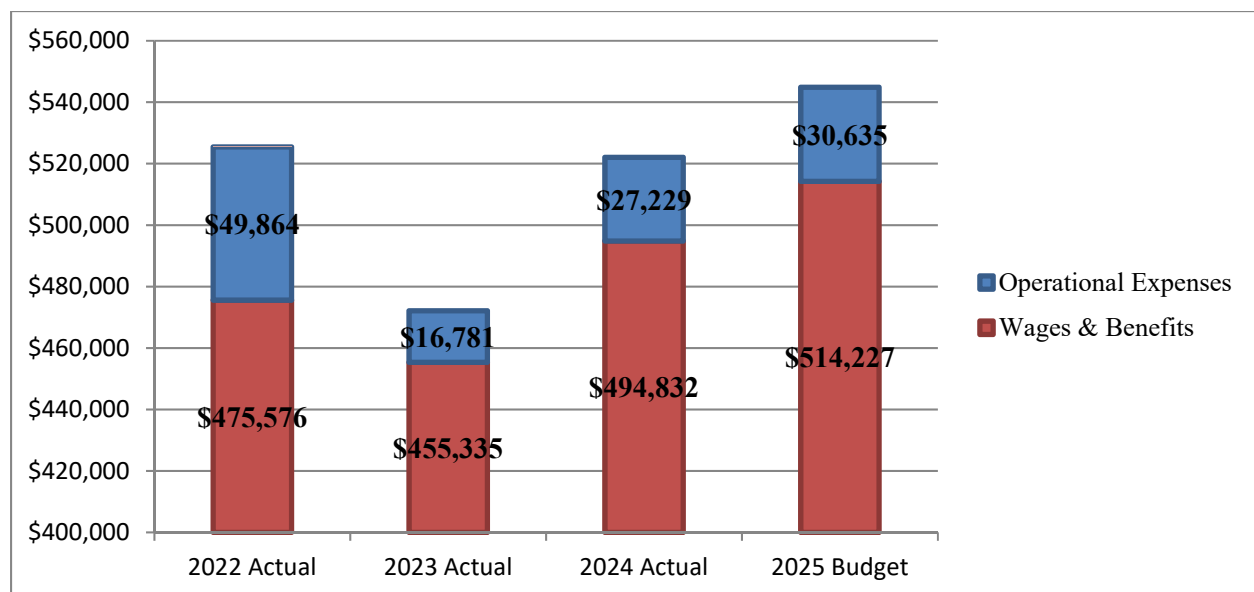
- Directs the general operation of city government and oversees the day-to-day operations of the City
- Provides overall organizational leadership and direction
- Provides direct supervision to all department directors
- Provides staff assistance to the mayor and city council in research, investigation, and resolution of problems, budget analysis, policy review, and public relations
- Assists the City Council in preparation of public meetings
- Responsible for implementing the City Council's vision (programs & policies)
- Responsible for seeing that City Charter and laws (ordinances) are enforced
- Serves as the city's Chief Negotiator for Union contracts and has ultimate authority over the hiring and firing of city employees
- Provides direction to Human Resources on the functions, policies and procedures of the City (Human Resources is a component of administration)
- Works in conjunction with the finance department on preparing and managing the development of the city budget and CIP
- Provides recommendations on policies that govern the financial affairs of the City
- Oversees municipal elections
- Oversee the City's permitting processes (except for building & planning/zoning)

2024 Staffing Levels

3.40 Full-time Equivalent Staff

Budget

General operations of this department total \$522,061 in 2024



2024: The Year in Review

2024 Accomplishments

- Worked with the City Council on putting together the City's "Legislative Priorities" for 2023.
- Settled both union contracts (one new and one a wage reopener) with our Officers and Sergeants.
- Completed 13 employee performance reviews of the City's Management Team.
- Conducted a "So you want to be an elected official" community forum for potential new council members.
- Worked with Legal and the PRCE Director on updating our Letter of Intent to Purchase signed with Hutchinson Health on the Event Center.
- Worked with city staff to do an RFP on our city center for a new architect.
- Successfully contested the City's population estimate provided by the State Demographer's office.
- Established a plan for use of the Public Safety Aid money.
- Sold both the old police station and EOC buildings.
- Conducted a multi-rater 360 assessment review of myself with my department directors.
- Did DiSC Assessments with myself and my Leadership Team.
- Began attending Compass Peer Group Meetings in 2024 (once a month).
- Conducted several strategic planning sessions with the Council to establish a new 5-year plan.
- Oversaw the 2025 budget preparation process and delivery of a balanced budget with a tax levy increase at 5.0%
- Put together the Truth-in-Taxation presentation and budget message for the 2025 budget.
- Produced several reports as requested by the Council on various issues relating to the city and the budget process.

2025: A Look Forward

The 2025 goals for the Administration Department are as follows:

- Establish a plan for the use of the Housing Monies.
- Complete the Update to City's 5-Year Strategic Plan
- Conduct a work session with the City Council on the City's compensation system and pay philosophy.
- Select an architect to complete a space need study on the City Center to identify future project needs.
- Work with staff to explore options to extend utilities to the east-side of town (highway 7 & 22 intersection)
- Update the City's Performance Review System
- Continue work on the next Steps of the City's Branding and Marketing Plan
- Establish a Plan for the City's Affordable Housing Aid (\$68,658 per year)
- New Employee Orientation from the City Administrator
- Create a "Policy Book" or "Archive" for the City

Economic Development Authority

EXECUTIVE SUMMARY

Overall 2024 was a successful year for economic development in Hutchinson with significant progress being made on a number of EDA priorities: downtown, childcare business development, grant writing, the Enterprise Center and TigerPath. Highlights for the year included:

Downtown

- Support provided for downtown **(\$169,052)**
 - Eight Sign & Awning Grants totaling \$12,699
 - One Façade Improvement Grant for \$6,353
 - One Commercial Rehabilitation Loan provided for \$150,000 (State Theatre)
- Developer recruited for Clinic Redevelopment Site (to be The Landing)
- DEED Demolition Grant obtained for Jorgensen Hotel Redevelopment
- Assisted with finding office location for the Hutchinson Station newspaper
- Downtown Plan completed

Childcare

- \$5,000 in grants provided to help open three new Family Childcare businesses, creating 25 slots
- DEED grant obtained to assist with opening Guiding Light Early Learning

Business Retention & Expansion

- 2 BR&E visits completed

Grant Writing

- \$205,000 in grants obtained
 - \$150,000 demolition grant in support of Jorgensen Hotel redevelopment
 - \$40,000 DEED Childcare Economic Development Grant
 - \$15,000 3M grant in support of TigerPath

Industrial Park Development

- Lot 1140 improvements completed

Enterprise Center

- Smokey Dukes Pretzels recruited, leasing 8,000 sf

TigerPath / Workforce Development

- Women-to-Workforce Intern program launched
- Grant obtained to bring Paxton-Patterson Labs to middle school / new blood pressure cuffs for CNA program
- New TigerPath Parent's Guides printed

GOVERNANCE

EDA Board

The Hutchinson Economic Development Authority is governed by a seven-member board of directors appointed by the City Council for six-year terms. Two City Council members serve on the EDA Board, serving as a liaison between the groups. Membership on the Board was stable for 2024.

Table 1 – Economic Development Authority Board of Directors, 2024

Member	Position	Years' Service	Affiliation
Mike McGraw	President	20	State Farm Insurance
Jonny Block	Vice-president	12	Hillyard
Chad Czmowski	City Council liaison	16	City Council/Outdoor Motion
Jack Daggett	Commissioner	3	Pride Solutions
Pat May	City Council liaison	2	City Council
Corey Stearns	Commissioner	10	Stearnswood
Mike Cannon	Commissioner	9	Citizens Bank
Jeremy Carter	Ex-officio		Hutchinson Utilities Comm.

Taking care of the financial aspects of the Economic Development Authority is the EDA Finance Team. Comprised of two EDA Board members and six other members of the community, the Finance Team provides recommendations to the EDA Board on everything from budgets to proposed financial incentives. Attorney Dan Mahon was appointed to a new term in March.

Finance Team membership for 2024 is detailed in Table 2, below.

Table 2 – EDA Finance Team, 2024

Member	Position	Affiliation
Mike Cannon	Chair / EDA Board	Citizens Bank
Scott Ziegler	Member	Piehl, Hanson, Beckman
Anthony Hanson	Member	Citizens Bank
Jack Daggett	Member / EDA Board	Pride Solutions
Josh Karg	Member	Heartland Ag Systems
Eric Lipke	Member	MITGI
Josh Laffen	Member	MBFC
Dan Mahon	Member	McGraw-Mahon Law Office

DOWNTOWN

Downtown Hutchinson remains a key area of focus for the Hutchinson Economic Development Authority. To that end, the EDA continues its support of downtown through three financial assistance programs and a variety of on-going redevelopment projects including the Jorgensen Hotel and two sites on Franklin Street adjacent to the Crow River.

Sign & Awning Grant Program

The EDA's Sign & Awning Grant program provides grants of up to \$2,000 for business owners to purchase signs and / or awnings for their downtown businesses. No match is necessary. In 2024, eight grants were awarded totaling \$12,699. These are detailed in Table 3, below:

Table 3 – Sign & Awning Grants

Approved	Recipient	Amount
1/24/2024	The Wine Lounge	\$1,989
2/28/2024	North Star Foundation Properties, LLC	\$661
8/1/2024	Barbers on Main	\$1,911
8/28/2024	Hutchinson Center for the Arts	\$1,015
8/28/2024	Hutchinson Station Newspaper	\$1,998
9/24/2024	Main Street Antiques	\$1,930
9/24/2024	Something to Crow About	\$1,900
12/20/2024	Home Again Boutique	\$1,295
TOTAL		\$12,699

Façade Improvement Matching Grant Program

The Façade Improvement Matching Grant Program provides a dollar-for-dollar match up to \$7,500 for property owners to make improvements to the front or rear of their buildings, make necessary repairs and / or improve the building's curb appeal. In 2024 one matching grant was awarded totaling \$6,353 as detailed in Table 4, below.

Table 4 – Façade Improvement Matching Grants

Approved	Recipient	Amount
6/26/2024	140 Main Street North – Kirk Quade	\$6,353
TOTAL		\$6,353

Commercial Rehabilitation Loan Program

The purpose of the Commercial Rehabilitation Loan Program is to preserve the building stock of downtown Hutchinson by providing loans to compliment traditional bank financing.

In recognition of the importance of the historic State Theatre to Hutchinson's downtown, the EDA authorized a loan of \$150,000 to assist the Wall family in acquiring the property from Red and Linda McMonagle. Red and Linda initially purchased the building around 2005, rescuing it from probable demolition and restoring it to its former glory. They operated the State Theatre as a second run and first run movie house for 16 years, bringing new vitality to Hutchinson's downtown.

Table 5 – Downtown Commercial Rehabilitation Loan Program

Approved	Recipient	Amount
11/22/2024	State Theatre – Jayson Wall	<u>\$150,000</u>
TOTAL		\$150,000

Downtown Redevelopment Projects

In 2024 the EDA continued its efforts on a number of significant downtown redevelopment projects.

The Landing

At the end of 2023 the developer previously identified to redevelop site of the old medical clinic on Franklin Street decided to bow out, citing challenging economic conditions. In response, the EDA updated its Request for Proposals (RFP) and redistributed it in an effort to recruit a new developer for the site.

By October, three redevelopment proposals had been submitted for consideration. These were from GC Real Estate Partners, Titanium Partners and Ebert Construction. The EDA Finance Team and EDA Board reviewed the proposals in detail and decided to host a meeting in the City Council Chambers at which the developers would present their proposals and stand for questions.

At its November meeting the EDA ranked the proposals, judging the GC Real Estate Partners proposal as having the most long-term benefit for downtown. Decision factors included the number of units proposed, that there would be an on-site manager, the experience of the developer, their familiarity with using a housing tax increment financing district and their goal of launching the project right away in 2025.

GC Real Estate Partners is proposing a 79-unit market rate apartment complex that would be known as The Landing. Most likely this would be a four-story building, with ground level parking and three levels of apartments above. Planning for the project will take place in Spring, 2025 with an estimated construction start of July 1st. GC Real Estate Partners is aiming for a September 2026 completion.



Above & Left: concept rendering and concept site plan for The Landing, an estimated 79-unit market rate apartment development by GC Real Estate Partners of St. Cloud.

The Developer is shooting for a July 2025 construction start and completion by September, 2026.

Final design and site plan will emerge in Spring 2025.

Franklin Site

By the close of the year MITGI was in the process of completing Phase I and II environmental reviews of their site at 135 Franklin Street North. A development agreement was signed in late

2024 with a purchase agreement and closing to follow in early 2025. A summer 2025 project is planned to build a four-unit row home development.

Jorgensen Hotel

The Jorgensen Hotel was purchased in 2022 by Titanium Partners of Duluth. Initially they had planned to refurbish the existing building by removing the top two levels, adding an elevator and building two or three new floors to create an approximately 24-room boutique hotel. As engineers and architects investigated the building, it was determined that the structure had deteriorated beyond the point of saving. Demolition of the existing structure and construction of an entirely new building is the only viable option.

Currently the developer is planning construction of a new 45-room upscale hotel, with about 3,000 sf of commercial space available on the ground floor. The new building could be five or even six stories in height and will be a Cobblestone Hotel having a "MainStreet" format.

To help move the project forward, the Hutchinson EDA obtained a \$150,000 grant from the Minnesota Department of Employment & Economic Development (DEED) to help offset the costs of building demolition. The first draw request for grant funding must be submitted by June 30, 2025, so demolition must be taking place by mid-year at the latest.

The developer indicated that construction on the new hotel would commence immediately after the conclusion of demolition activities. A third-quarter 2026 opening for the new hotel is projected.



The Jorgensen Hotel today (top), and its potential replacement.

Downtown Plan Update

The 2024 update of the Hutchinson Downtown Revitalization Master Plan was authorized in September 2023 at a cost to the EDA of \$42,950. Total cost of the plan update is \$85,900 and was split between the City and the EDA.

The new Downtown Plan was finished in December 2024 and will guide downtown redevelopment for the next decade.



CHILD CARE BUSINESS DEVELOPMENT

In March the EDA launched a one-year pilot program to incentivize the creation of new childcare slots in the community. The Child Care Business Development Grant is intended to help would-be childcare providers cover the costs involved in starting a new childcare business, which can be easily run upwards of \$10,000 or more. The program is aimed primarily at family (in-home) childcare providers and provides a grant up of to \$2,000 utilizing a formula of \$200 per childcare slot made available to the public.

Impetus for the new program came from a finding by First Children's Finance, a nationwide organization working to increase awareness of the childcare shortage and provide solutions, that Hutchinson needed 414 more childcare slots than it currently has.

Recognizing that lack of childcare adversely impacts the available workforce, with parents sometimes forced to stay at home to care for their children, the EDA made the development of new and/or expansion of childcare businesses a priority. *"Childcare is the workforce behind the workforce"*

For the year, the new program awarded three grants totaling \$5,000. This resulted in the creation of 25 new childcare slots for the community. Grant recipients are detailed in Table 6, below.

Table 6 – Childcare Business Development Grants

Approved	Recipient	Slots	Amount
8/1/2024	Daysies Daycare [6 slots]	6	\$1,200
8/1/2024	JR Tots Daycare [8 slots]	9	\$1,800
9/24/2024	Cozy Cubbies Daycare [10 slots]	10	\$2,000
	TOTALS	25	\$5,000

In partnership with the Hutchinson Chamber of Commerce and First Children's Finance, the EDA's efforts to expand childcare availability in the community will lead to a projected 91 new childcare slots initially, growing to about 111 as Guiding Light Early Childhood Education (a new childcare center) launches and ramps up.

Table 7, below, details the new childcare businesses that have launched or will be launching soon with EDA assistance. To date, local investment is about \$1,100 for each new childcare slot developed.

Table 7 – Development of new childcare slots

Childcare Business	Total Slots	Up to 1 yr.	Ages 1-3	Ages 3-5	Ages 5+	Grant Request	Source
		Infants	Toddlers	Pre-School	School Age		
Our Savior's Lutheran	12	12				\$5,086	FCF
Grammy Bear Daycare	12					\$10,000	FCF
Daisies Daycare	6	0				\$1,200	EDA
Junior Tots Daycare	9	1	1	3	4	\$1,800	EDA
Cozy Cubbies	10			6	4	\$2,000	EDA
Guiding Light	42		24		18	\$80,000	multiple
TOTALS	91	13	25	9	26	\$100,086	

INDUSTRIAL DEVELOPMENT

Business Retention & Expansion

As part of its Business Retention & Expansion (BR&E) program the Hutchinson EDA strives to visit local manufacturers every 12-18 months. The visits serve three primary functions: (1) to communicate our appreciation for all the business does for the community; (2) to identify any struggles the business may be having, and; (3) to identify any potential for expansion.

The growth of existing businesses is the biggest source of new job creation and tax base expansion in the community, and the most cost-effective strategy for economic development.

Due to numerous other projects, only two BR&E visits were completed in 2024. These are summarized in Table 8, below.

Table 8 – Business Retention & Expansion Visits, 2024

Date	Company	Emp.	Notes
8/28/2024	Resonetics	160	Significant growth planned
8/29/2024	Customer Elation	25	Planning to wind down the business over 5 years

A more robust BR&E visit schedule is planned for 2025.

Hutchinson Enterprise Center

Incubating Companies

In September the EDA offered a lease to LMAO, dba Smokey Dukes, LLC for 8,000 square feet in the Hutchinson Enterprise Center. The lease is for three-years, with the option for a one-year extension.

Founded by Lance Walter and Mari Wildt, Smokey Dukes is a family-owned snack food business that has developed a slow-smoke cooking process, along with a proprietary blend of spices, to create a unique and exceptionally flavorful line of snack pretzels.



The manufacturing process involves taking a pre-made pretzel, coating the pretzels with special seasoning blends for a marinating process that enhances its texture and moisture, followed by a slow smoke process on a pellet smoker, resulting in a signature one-of-a-kind flavor.

Between GVL Medical and Smokey Dukes, 16,000 square feet of the Enterprise Center's 18,000 available square feet are leased to incubating companies. A 2,000 square foot space remains available, and EDA staff will be working to get that leased out in 2025.

Building Improvements

Over the course of the year, some painting was done in the office area of the Enterprise Center at a cost of \$2,675 and a new card reader system installed at a cost of \$6,018.

Industrial Park Activity

Systems West Building

In December 2024 the 60,000 square foot Systems-West building was sold to Miller Manufacturing for \$4.6 million. Miller Manufacturing will use the facility primarily for assembly and warehousing to compliment the operations of their Glencoe manufacturing facility.



Lot 1140 Improvements Made

Improvements to the City-owned industrial park lot located at 1140 5th Avenue SE (Lot 1140) were completed in October. These included the addition of an approach off of 5th Avenue SE, removal of the old approach on Arch Street, and the construction of a storm water retention pond. Originally estimated at \$103,000 the project came in much lower than projected at \$51,059.

In the short term, this will be financed through the Economic Development Loan Fund, to be reimbursed once the lot is sold for development.

Hay Land Rental

Unused industrial park space was rented out for a three-year term at a rate of \$4,057 per year.

WORKFORCE DEVELOPMENT

Human Resources Roundtable

In an effort to provide support for local human resources professionals, the EDA sponsored six Human Resources Roundtables over the course of the year. Meeting formats vary, with guest speakers interspersed with meetings built around topics provided by the participants themselves. Average attendance was 12-15.

TigerPath

The Hutchinson EDA continued its strong support of TigerPath in 2024. A new pilot program was the hiring of Lauren Lindemeier, a high school junior, as the EDA's Women-to-Workforce intern.

Lauren's job is to break outdated stereotypes and promote women in manufacturing, the trades and in *leadership*. To that end, she meets with and interviews female leaders in the community, tours manufacturers to learn about manufacturing in the 21st century, and educates her peers at Hutchinson High School about manufacturing, leadership and women in the workforce. In addition, she is actively recruiting her peers to take more career and technical education (CTE) classes at HHS and hopes to establish a mostly (if not all) female section of the welding class.

Given that over 90% of the existing workforce in manufacturing and the trades is comprised of men, women are a largely untapped source of workers in these fields. Considering the persistent workforce shortage in these areas, women represent a significant opportunity to expand the number of workers available.



MARKETING

To keep its website fresh and relevant, the EDA worked with Vivid Image to redesign and update its website. Utilizing page visit metrics, those areas of the website that were not popular were eliminated. In their place, more information about TigerPath was added and a new Childcare tab created. This section of the website has information both for childcare users and childcare providers. A significant addition to the website was an on-line application for the EDA's new Childcare Business Development grant.

The EDA continued growing its social media presence on Facebook, primarily as a way to increase the visibility of the EDA website on the internet. For the year, 97 postings were made on Facebook and the EDA's reach on the platform increased from 868 follows to 926, an increase of 6.7%.

BUDGET & FUND REPORT

EDA Levy

For 2025 the City Council authorized an EDA levy in the amount of \$281,771, an increase of \$8,929 or 3.27 % over the 2024 amount of \$272,842. Since its adoption, the levy has provided the EDA with reliable and growing financial resources with which to accomplish its mission.

EDA Operating Budget

For 2024 total EDA operating revenue was \$285,855. This included \$272,181 from the EDA tax levy, \$4,057 in hay land rental revenue, \$7,577 in interest earnings and \$2,041 in reimbursements from various sources.

Last year the EDA Board decided that certain expenses would be paid for via the EDA operating budget. These included the Sign & Awning Grant program, the Façade Improvement Matching Grant program, the new Childcare Business Development Program and any updates to the Downtown Plan. For this last item, costs could be financed by the Downtown Loan Fund, and reimbursed over several years from the EDA operations budget. This year however, because the operations budget had a very robust fund balance, it was decided to fund the EDA's share of the Downtown Plan directly, even though it resulted in a one-year operating loss. Altogether, the EDA's share of the Downtown Plan update was \$42,950. This resulted in a net loss of \$16,526 in the EDA's operating budget for 2024. Even so, the EDA finished with a very healthy fund balance of about 75% - meaning that 75% of the coming years expenses could be covered with cash on hand.

Economic Development Loan Fund

The Economic Development Loan Fund finished the year with \$119,377 in cash on hand, \$100,000 in restricted cash for the undisbursed Smokey Dukes loan, and business loans receivable totaling \$64,966. In addition, the fund held receivables from the Enterprise Center in the amount of

\$187,501 and the RD Machine TIF District in the amount of \$8,100. Total assets in the fund totaled \$479,945. All business loans were performing as required.

Interested earnings for the year totaled \$14,015.

\$52,967 from the ED Loan Fund was used to finance the improvements to Lot 1140, making it ready for development. Once the lot is sold, this amount will be reimbursed to the fund. Table 9, below, details Economic Development Loan Fund activity for the year.

Table 9 – Economic Development Loans, 2024

Approved	Recipient	Amount
11/22/2024	Smokey Dukes Pretzels – Mari Wildt / Lance Walter	<u>\$100,000</u>
TOTAL		\$100,000

Downtown Revolving Loan Fund (RLF)

The Downtown RLF finished the year with \$339,733 cash on hand, loans receivable of \$401,741 and a \$157,312 receivable from the Franklin Street TIF District. For the year the fund had interest earnings of \$22,857.

The fund had 12 active loans at the start of the year. Four loans were paid off during 2024 and one new loan approved (Grandome Cinemas) leaving nine loans on the books at year end. All loans were performing as required.

The \$201,329 invested in the 3rd Avenue site (former Cenex fertilizer plant) was forgiven in exchange for the City's investment of \$500,000 in ARPA Funds in the Old Clinic redevelopment site. This brought down the fund's net assets from year-end 2023 to year-end 2024 by a net amount of \$170,144.

The shift of funding for the Sign & Awning Grant program, the Façade Improvement Matching Grant and Downtown studies should allow for steady growth of the Downtown Revolving Loan Fund going forward.

Minnesota Investment Loan Fund

The EDA's Minnesota Investment Loan Fund finished the year with total assets of \$10,306 and cash available of \$7,918. Improvements to the Hutchinson Enterprise Center incubator, an allowed expense per the Federal Economic Development Administration (original source of these dollars) totaled \$8,455.

There was one active business loan which had a year-end balance of \$2,388. This loan was performing as required.

Hutchinson Enterprise Center

Due to the graduation of two tenants in the 3rd Quarter of 2023, a significant portion of the Enterprise Center was vacant for most of 2024. The resultant decline in rental revenue led to a net operating loss of \$14,243 for the year. After careful consideration, the EDA Board elected to make the annual loan payment to the Economic Development Loan Fund in the amount of \$19,906, resulting in a negative cash flow for the Enterprise Center of \$34,149.

At year end the Enterprise Center had cash on hand of \$10,800. The principle liability was the loan from the Economic Development Loan Fund which had a year-end balance due of \$187,501.

The balance on the Building Maintenance Fund was reduced to zero, with the funds being used to make the payment to the ED Loan Fund.

At year end LMAO, dba Smokey Dukes LLC, signed a three-year lease for 8,000 square feet in the Enterprise Center, bringing the total of leased space to 16,000 square feet (about 89% of available square footage).

SHOPKO TIF District

The SHOPKO TIF District finished the year with total assets of \$443,732. This was made up of \$436,261 of interfund loans due from other TIF Districts and cash on hand of \$7,471.

SUMMARY

In 2024 the Hutchinson EDA made substantial tangible progress in the promoting downtown, childcare business development, business recruitment, workforce development and grant writing. Overall, the taxpayers of Hutchinson can feel very good about their investment in local economic development.

Finance

Primary Services

The Finance Department provides customer service to all city departments as well as the city's residents and businesses. The department operates under the management of the Finance Director and is guided by Generally Accepted Accounting Principles, Minnesota State Statutes, City Policy and departmental procedures. Finance's various functions include:

- Accounts payable, Accounts receivable and Payroll functions
- Utility billing for Water, Sewer, Storm Water and Refuse services
- Submit work orders to Public Works staff for Water and Sewer services and repairs
- Coordinate with the refuse hauler for carts related to new service or change in cart sizes
- Financial analysis and reporting for the City, EDA and HATS Facility
- TIF administration and reporting to the State
- Tax levy administration
- Certification of Special Assessments and Delinquent Utility Billing amounts to the County for collection on the following year's property tax statements
- Maintain and manage the Special Assessment database
- Administer the Assessment Search process for title companies
- Certifications to the County and State for the City's budgets, tax levies, truth in taxation meetings, outstanding debt and annual financial reports
- Administration of the EDA and HRA grant and loan programs
- Administration of the City's lodging tax, cable TV franchise tax and excise tax
- Grant administration and reporting
- Budget development
- 5-Year Capital Improvement Plan (CIP)
- Annual debt issuance, debt covenant compliance, debt service analysis and bond payments
- Long-range financial planning
- Cash and investment management
- Banking relations
- Administration and oversight of departmental purchasing cards
- Risk Management and insurance coverage
- Budgetary and policy support for other city departments

Finance Budget

Other than labor, auditor fees (\$49,000) and software costs (\$20,510) represent the largest expenditures for the 2025 Finance budget.

	<u>2023 Actual</u>	<u>2024 Actual</u>	<u>2025 Budget</u>
Wages & Benefits	\$320,550	\$345,615	\$358,120
Supplies	1,642	1,597	2,800
Services & Charges	71,539	95,174	86,461
Miscellaneous Expenses	1,146	1,459	1,450
	<u>\$394,877</u>	<u>\$443,845</u>	<u>\$448,831</u>

Full-time Equivalent Staffing

General Fund	3.0	Finance Director, Payroll Specialist, Senior Accounting Specialist
Enterprise Funds	2.0	Assistant Finance Director, Utility Billing Specialist

2024 Accomplishments

- 1) Received the GFOA's Certification of Achievement for Excellence in Financial Reporting for the 2023 audit report. We have received this award each year since 1996.
- 2) Received an unmodified (clean) opinion from the City's independent auditors that the 2023 financial statements were fairly presented in conformity with Generally Accepted Accounting Principles.
- 3) Reaffirmed the City's AA- bond rating.
- 4) Formulated our debt needs using both Statute 429 and 475 bonding authority. Our level of special assessments was too low to finance all of our projects using Statute 429 Special Assessment Improvement bonds so we needed to use 475 Street Reconstruction bonds to make our financing work.
- 5) Reinvested \$7,814,000 of matured investments for an average annual return of 4.34%. The average return on those matured investments was 2.38%, so we picked up \$150,000 of additional interest revenue. The City is well positioned over the next 5 to 6 years with higher interest earnings to help fund operations.
- 6) Renewed the City's insurance policies for general liability, property, airport liability, solar array liability and workers compensation. The airport liability coverage increased due to the City temporarily assuming certain FBO responsibilities, such as the fuel system.
- 7) Worked with LMCIT insurance adjusters on various auto, property and liability claims.
- 8) Managed the water meter replacement project, working with Water department staff and the company contracted to perform the replacements.
- 9) Worked with Public Works to improve the airport hangar billing process for a more consistent collection of outstanding rental income and for more timely handling of delinquent accounts.
- 10) Completed all required financial reporting to the State and the County for the city's annual budget, tax levies, indebtedness, annual audit report and TIF districts.
- 11) Guided city departments through the process for the following annual documents, creating several iterations prior to being approved by council.
 - a. General and Enterprise fund budgets
 - b. 5-Year CIP
 - c. Fee Schedule
- 12) Finalized the software conversion for the City's accounting applications, other than special assessments which will be converted in 2025.
- 13) Developed a Federal Grant policy to conform with federal guidelines.

- 14) Closed out the Federal ARPA monies received in 2021 and 2022 with final projects completed in 2024. New AEDs were purchased for various facilities and the remaining portion was applied toward the new parking lot behind the fire hall.
- 15) Worked with Administration, Police and Fire to develop a project list to expend the \$643,408 of State Public Safety funds received in 2023.

2024 Performance Measurement Monitoring Data

Accounts Payable

Use of automated payment solutions continues to provide efficiencies to departmental purchasers and enhances internal controls through established approval processes.

- Processed 152 electronic purchase orders totaling \$8,668,702, compared to 90 totaling \$3,177,362 in 2023. The fire ladder truck totaling \$2,094,304 contributed to the large increase from 2023.
- Use of departmental procurement cards totaled \$318,483, up 32% from 2023
- Issued 4,196 disbursement checks totaling \$30,065,860 compared to 4,183 checks totaling \$31,791,004 in 2023.

Utility Billing

- Billed an average of 5,282 accounts on a monthly basis with 21 new accounts added during the year due to new construction
- Averaged 18 accounts per month (20 in 2023) that had water disconnected due to failure to pay
 - Averaged 133 shut-off letters each month (113 in 2023), resulting in 97 accounts resolving their delinquency prior to a shut-off event
- Coordinated the monthly billing process with the third-party printer/mailer
- Coordinated work orders related to Water, Sewer and Refuse service
- Monitored water usage for large fluctuations or leaks, and informed customers
- Provided notes or inserts within the utility bill mailings for City related information
- Managed and promoted the various electronic payment options available to customers
 - We increased our electronic payers by 6.5% in 2024
 - 77.8% of our accounts are now paying electronically, up from 74.8% last year
- Increased the number of paperless customers by 14.0%, to a total of 1,933
- Worked with contractor and Water department staff to set up 4,014 new water meters with the City's meter replacement project. These meters will assist in efficiencies throughout the entire billing process

Payroll

- Issued 389 W2s compared to 345 in 2023
- Total gross wages paid was \$8,822,921 compared to \$8,747,852 in 2023
- Hired and terminated 117 summer seasonal employees compared to 105 in 2023

Insurance

The City's insurance policies are administered by the finance department. Other than a few exceptions, the City's policies are with the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT is a self-insurance pool of cities, formed to meet the specific coverage and risk management needs of cities. The coverage included in the City's policies are property, crime, bond and petrofund, automobile damage and liability, equipment breakdown, municipal liability, liquor liability, volunteer accident coverage and workers' compensation. The finance staff processes loss claims, premium payments, deductible payments, and coordinates the insurance renewal process each year. Human resource staff processes workers' compensation claims. LMCIT requires that cities retain a representing insurance agency. The City's agent

is Arthur J. Gallagher & Co (AJG), whose staff is extremely helpful in analyzing the City's coverage and explaining areas where the City may have increased or decreased liability/risk. AJG also serves as the liaison between the City and LMCIT's underwriters for renewals and questions related to coverage or claims.

The City also administers the insurance coverage for the HATS Facility through LMCIT and AJG. The facility, which is co-owned by the State, County and City, consists of five buildings. Two buildings are shared by all three entities for office space, a mechanics bay and salt storage. The other three buildings are separately owned by each entity for equipment storage. This policy includes property coverage only for the two, shared buildings. The individually owned storage buildings are insured separately by the applicable entity's own insurance coverage. This policy also covers crime, petrofund and some minor shared equipment.

The City's LMCIT policy has automatic builders risk coverage for building projects with total estimated cost less than \$3,000,000. For projects estimated to exceed \$3,000,000, finance staff must procure a separate policy, with AJG's assistance, through another insurance provider prior to the start of construction.

The City has three other insurance policies for specialized facilities not normally covered by LMCIT. The solar array located at the Wastewater Treatment Facility has a policy through The Hartford, which covers equipment damage and breakdown. The City has a policy for the municipal airport through Old Republic Insurance Co, which includes coverage for liability, property, and terrorism. The third policy is for FEMA flood coverage for the new police facility as it sits within the 100-year floodplain.

For the 2024/2025 policy year, Finance worked with the insurance provider to increase the City's liability coverage at the airport with the City assuming the fuel system responsibilities due to the absence of the fixed-base operator.

Banking and Investments

City monies are deposited locally at Citizen's Bank, with several accounts to manage our various operations. We maintain cash balances sufficient to address our working capital needs and capital improvement projects, with idle cash invested in various options as highlighted below. Several large projects over the past two years resulted in having more liquid cash to pay the various contractors and essentially have funds available for contingencies. With those projects complete, Finance was able to invest additional monies, taking advantage of the higher rates to increase future investment earnings. The City's bank balances above the FDIC limit of \$250,000 are protected by pledged securities held by the bank, with those securities monitored on a monthly basis by both the bank and Finance staff.

Finance staff strives to maximize investment income by actively managing the City's cash. We maintain a portfolio with our investment custodian (Oppenheimer & Co.) consisting of Certificates of Deposit, Municipal bonds, and Federal Agency bonds. We also maintain a money market account at Citizen's Bank that yields a rate that is 0.40% below the six-month Treasury rate. Investment yields came down slightly in 2024, driven by three reductions to the federal lending rate. The federal rate ended the year at 4.50%, down from 5.50% in December 2023. Finance was able to reinvest \$7,814,000 during the year for an average annual return of 4.34%. For comparison purposes, investments that matured in 2024 had an average annual return of 2.38%. It is expected that the federal rate will see two or three reductions in 2025.

The table below shows the result of increasing investment rates over the past two years. Overall, the City earned an additional \$120,094 when compared to 2023, with the General fund receiving an additional \$18,638. Earnings should be somewhat stable over the next few years but will slowly decrease as rates come down.

	Annual Investment Earnings			2023-24
	12/31/2022	12/31/2023	12/31/2024	Change
Investment Account	\$372,716	\$609,480	\$790,181	\$180,701
Citizen's Bank	\$281,985	\$711,277	\$650,670	-\$60,607
Total	\$654,700	\$1,320,757	\$1,440,851	\$120,094
 General Fund	 \$131,172	 \$265,828	 \$284,466	 \$18,638
Budget	\$80,000	\$80,000	\$140,000	\$60,000
Budget Surplus	\$51,172	\$185,828	\$144,466	-\$41,362

Debt Issuance and Debt Management

The City annually issues General Obligation to finance street and utility infrastructure improvements. Finance staff works closely with Engineering and the Resource Allocation Committee to determine the appropriate bond issuance amount to finance the estimated project costs. Finance consults with its financial advisor, Ehlers & Associates, while structuring the debt to fit within the parameters of the City's Debt Management Plan. Finance, with the assistance of Ehlers, holds a bond rating phone call with Standard & Poor's (S&P) prior to each year's bond issuance. The purpose of the call is to discuss the bonded projects in addition to the City's financial policies, financial health and economic outlook in order for S&P to determine the City's bond rating. The City's current bond rating of AA- has been reaffirmed by S&P for the past several years and is likely the highest rating we can attain. The bond rating is an important factor used by potential investors in assessing the risk related to the City's ability to pay its debts.

Financial Reporting

Finance staff annually prepares two major documents related to the City's finances. The first and perhaps most important document is the annual budget. Finance coordinates the budgeting process in accordance with the City Administrator's calendar and direction. Five budgets are created throughout the year:

- Initial budget – late May
- Department budget – July/August
- Preliminary budget – September
- Truth in Taxation budget – early December
- Final Approved budget – end of December

The initial budget consists of the same revenue and expense levels as the previous year's budget with the exception of updated assumptions for wage and benefit increases. Any one-time budget amounts are removed. Departments use the initial budget to work through their operating needs and submit a Department budget to Finance. Finance and the City Administrator review and meet with departments to discuss budgetary needs. Any changes are reflected in the Preliminary budget which is used to certify preliminary tax levies to the county auditor by September 30. Further discussion with departments occur after the preliminary budget in order to produce a budget that falls within the parameters directed by city council. That budget is presented at the annual truth in taxation (TNT) public hearing. The final budget, which may include revisions from the TNT budget, is approved by council in December. Final tax levies are certified to the county by the end of December.

The second major finance document is the annual comprehensive financial report. Finance begins planning and performing initial audit work in December of each year. The process continues through the end of

March, leading up to the auditor fieldwork in early April. The audit report itself is produced by the auditors in late May or early June, with review performed by the lead auditor, the audit firm's partner and city staff. We are required to submit the audit report to the State Auditor by June 30 of each year. We are also required to publish summary audited financial statements in the local newspaper by the end of July. The cost of the audit is expensed to the Finance department each year.

Financial reporting to the State for the City's tax increment financing (TIF) districts is required by July 31. We contract with Ehlers & Associates to prepare the reports based on data provided by Finance, which can be a complex process. Finance staff ensures that the audited financial statements for the TIF districts are complete and accurate. Finance also performs a thorough review of Ehlers reports prior to the data being transmitted to the State Auditor. Fees charged by Ehlers are paid by the TIF districts, utilizing 10% of the TIF revenue that can be dedicated to administrative costs, per State statute.

Other important reporting functions include the financial and investment reports provided to city council on a monthly basis, the five-year capital improvement plan and the fee schedule. S&P and the city's auditors confirm each year that these reports are being provided to the city council.

2025 Finance Department Goals

- 1) Financing the 2025 roadway and infrastructure improvements including potential funding for housing developments.
- 2) Make improvements to the budgeting process to better highlight requests from departments:
 - a. New personnel
 - b. Significant additions to operating expenses
 - c. New projects on the 5-Year Capital Plan
- 3) Look at having departments itemize budgetary needs for certain expense accounts as opposed to a lump sum amount that can be used for anything that may arise in the year. This would lead to greater accountability by departments for planned spending versus reactionary spending.
 - a. Contract R&M
 - b. Professional Services
 - c. Operating Supplies
 - d. Small Tools & Equipment
 - e. Street Maintenance Materials
- 4) Continue to look for process efficiencies and budgetary savings. Right-sizing charges for services (fee schedule increases) would help take pressure off of the increasing tax levy.
- 5) Create a new TIF application to meet the needs of each type of TIF and solicit the appropriate information required to perform the "but-for" test.
- 6) Create a document for distribution to departments with insurance requirements needed from contractors doing work at City facilities and require certificates of insurance are received prior to the projects commencing.
- 7) Analyze and propose a revision to the Debt Management Policy to increase the annual cost limit of \$1.9Million to address the impact of rising costs on our roadway projects.
- 8) Compile the sales tax refund request and submit to the State related to the police facility project. Estimated refund of \$200,000-\$225,000 based on contractor payments.

- 9) Work with PRCE and IT for credit card payments at recreational sites. This will help with customer convenience and to reduce the City's risk of cash loss. This goal was extended from 2024 since fiber optic lines were required.
- 10) Convert the special assessment database to the new software system. This is the final component still on the LOGIS network, which is at a much higher cost than the new system.
- 11) Hold training sessions with departments on better use of MiViewPoint so they can run financial reports as needed to monitor their budgets.
- 12) Continue to increase the number of utility customers receiving bills electronically and paying electronically.
- 13) Have the Finance staff cross-train on critical functions.
- 14) Receive the GFOA's Certification of Achievement for Excellence in Financial Reporting for the 2024 audit report.
- 15) Receive an unmodified (clean) opinion from the City's independent auditors for the 2024 financial statements .
- 16) Reaffirm the City's AA- bond rating.

Fire Department

Accomplishments



- Our NEW Polaris Ranger Crew Cab Off-road Fire/Rescue unit was received after countless hours of work and planning by our committee (see picture above). Department wide training for all of our Firefighters was conducted to quickly and effectively get this unit into service.
- Completed all annual requirements to maintain Firefighter licensing and certification. Worked with our medical training partner (Allina) to keep up with all EMS continuing education needs.
- Conducted annual Firefighter physicals, blood tests, SCBA and N95 fit testing along with all other health and safety requirements.
- Completed annual testing, certification and required maintenance on all apparatus, breathing air compressor, SCBA packs, and small/tools equipment.
- Continued annual replacement of PPE/gear to stay ahead of minimum NFPA requirements.
- Continued using hybrid and online training whenever possible to improve our training delivery methods to all of our Firefighters.
- Worked on many small projects at our training facility to improve usage for our Firefighters as well as other Regional Fire Departments that utilize the space.

-Completed work and finalized the new parking lot to the north of the building which more than triples our parking area.

-New roof membrane was installed on the entire building which increase the roof R-value, removed all rock ballast lightening the weight drastically and installed a new roof hatch.

-Utilizing Donations and Public Safety Grant monies we completed the following:

- Health and Fitness equipment installed.
- Major HVAC upgrade for station apparatus bay heat and humidity control installed.
- Air monitoring and ventilation system installed to improve air quality and safety in the station apparatus bay area.
- 3 Phase power feed upgrades installed.
- Outfitted both Engines with battery operated auto extrication tools.
- Installed a new rotary style SCBA bottle fill station which cuts bottle filling time by at least 50%.

-Upgraded and added AED's to several trucks working with HPD and also utilizing ARPA funding.

-Upgraded medical response coveralls.

-Upgraded SCBA seat brackets in Engine 7.

-We converted the regional disaster trailer into a multi-purpose response trailer.

-Secured a MBFTE training grant of \$4,000 to conduct regional fire training at our facility.

-Received a donation from the Sno-Pros for water and ice rescue equipment upgrades.

-Conducted joint trainings with 3M at their facility.

Operational Data

Emergency Call Breakdown

Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
FIRE-General	20	42	40	41	33	27	47	57	35	28	34
FIRE-Structure	14	12	16	19	17	7	12	11	8	18	13
Rescues & MVA	47	46	75	81	69	70	74	81	71	73	86
Medicals	124	125	156	167	170	155	155	178	190	213	227
Alarms & Sprinklers	116	105	92	83	91	70	85	63	90	85	61
Hazardous Condition	93	87	78	89	64	95	67	60	60	55	61
Other	51	50	48	52	48	39	44	48	43	45	40

Emergency Calls Total

Year	1990	2000	2010	2017	2018	2019	2020	2021	2022	2023	2024
City	156	215	319	348	307	318	332	318	318	350	329
Rural	76	132	117	184	185	145	152	180	179	167	193
Total	232	347	436	532	492	463	484	498	497	517	522

Structure and General Fires

Year	2001	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
General Fires	50	54	56	60	50	34	59	68	43	46	47

Firefighter Injuries (per OSHA)

Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Injuries	0	1	0	2	2	1	4	1	1	3	2

Fire Event Fatalities

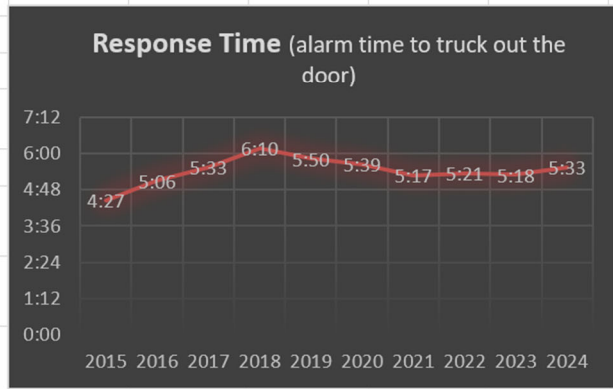
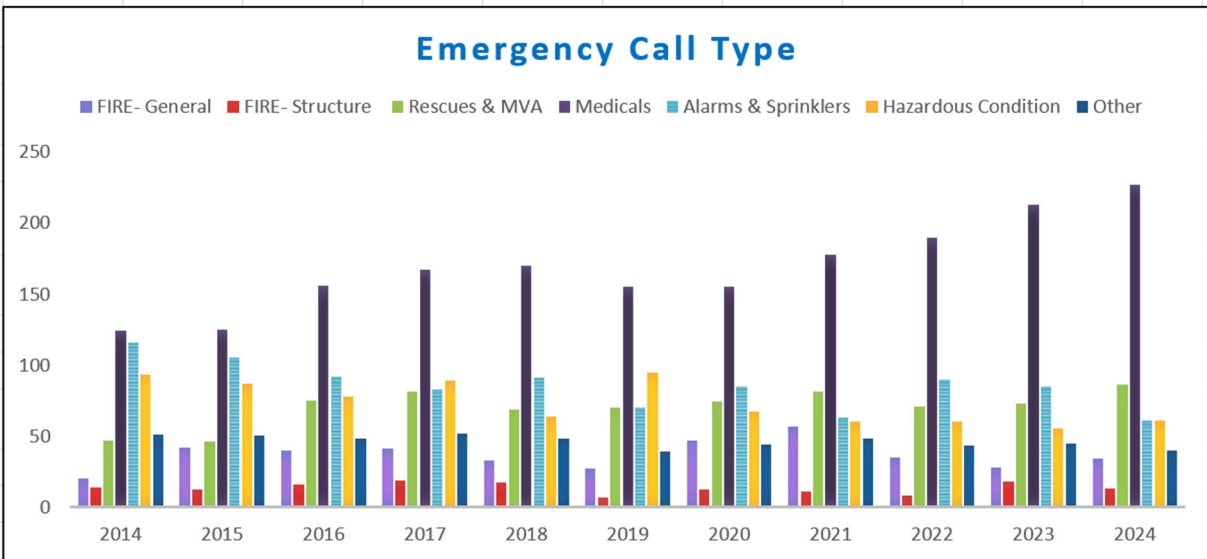
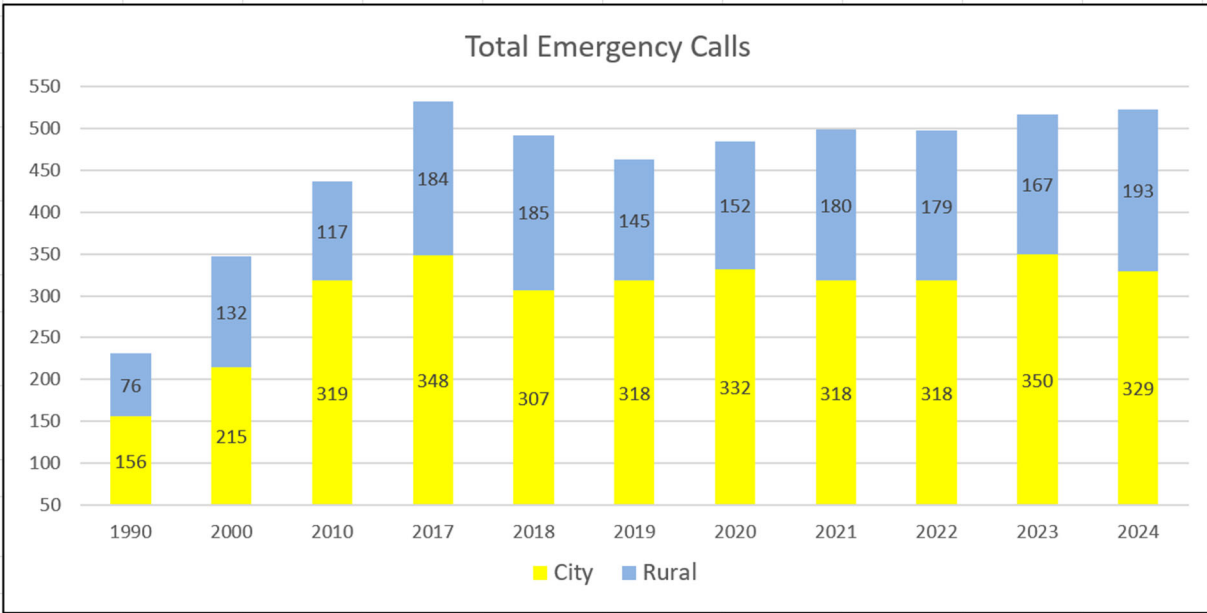
Year	2001	2002	2003 - 2010	2011	2012 - 2020	2021	2022	2023	2024
Fatalities	*3	1	0	1	0	2	0	0	0

Response Time (Alarm to Truck Out the Door for All Full Page Out Calls)

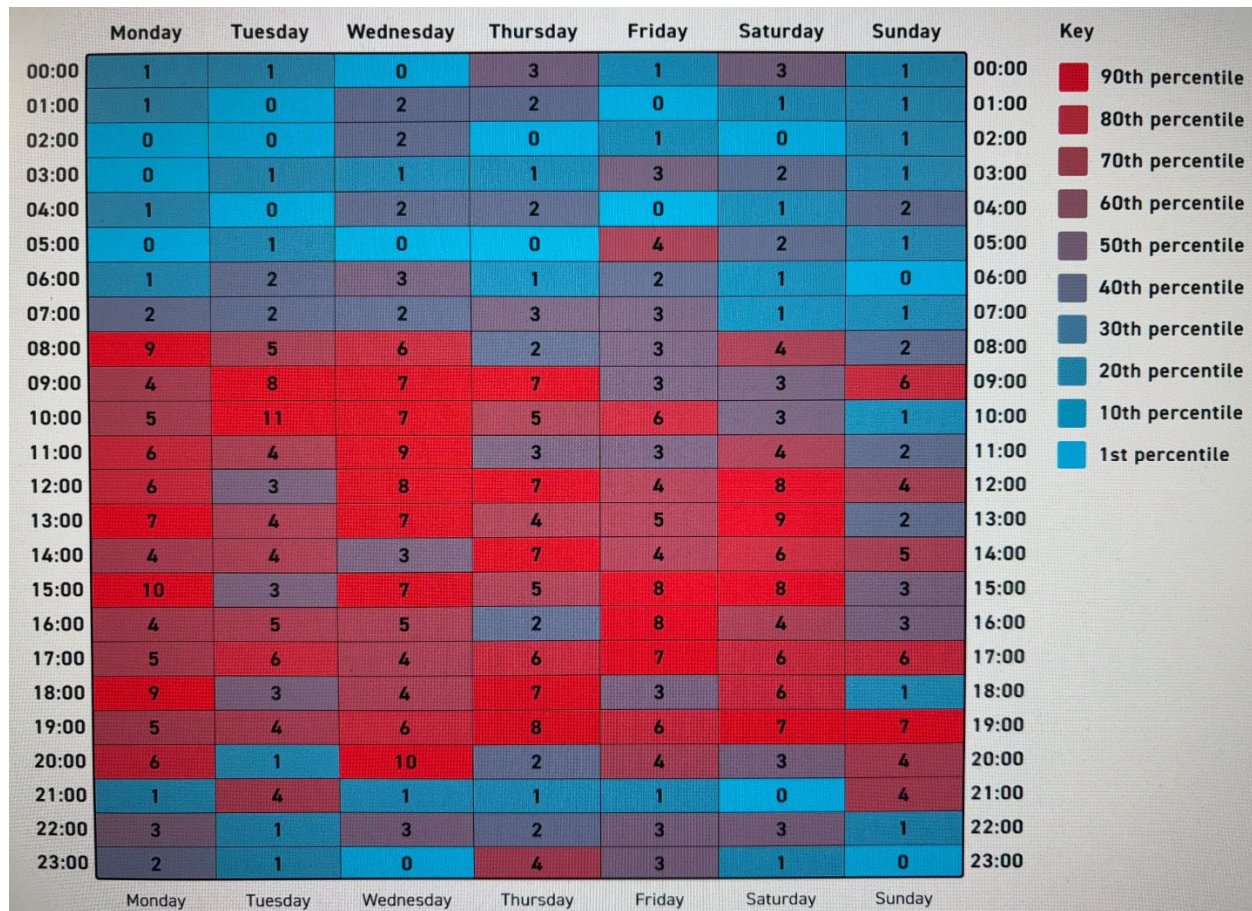
Year	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Time	3:58	4:27	5:06	5:33	6:10	5:50	5:39	5:17	5:21	5:18	5:33

Officer Only Calls (*Indicates Hourly Pay Multiplier Increase)

Year	2014	2015	*2016	2017	2018	2019	2020	2021	*2022	2023	2024
Number of Calls	149	143	156	161	130	130	135	126	123	101	128
Dollars Saved	\$27,118	\$26,026	\$30,576	\$31,564	\$25,480	\$25,480	\$26,460	\$24,696	\$27,675	\$22,725	\$28,800
Hours Saved	2,235	2,145	2,340	2,415	1,950	1,950	2,025	1,890	1,845	1,515	1,920



Emergency Calls by Time of Day and Day of Week



Emergency Calls by District

Acoma Twp: 54	Boon Lake Twp: 3	Cedar Mills Twp: 9
City of Biscay: 2	City of Cedar Mills: 2	City of Hutchinson: 329
Ellsworth Twp: 8	Hassan Valley Twp: 32	Hutchinson Twp: 57
Lynn Twp: 21	Mutual Aid Given: 5	

Estimated Property Value Saved: \$5,595,500 Lives Saved: 5

Property Value Lost: \$1,032,820 Emergency Call Hours: City-2,591 Rural- 2,727

Total Training Hours: 2,475 Total Training Events: 52

Public Relations and Fire Safety Education

We hosted multiple tours and education events at the fire station as well as on location at businesses and schools as requested.

We appreciate the relationship we have with the Hutchinson Schools and conducted our first fire safety education for the 2nd graders at the Tiger Elementary School and kindergartners at the West Elementary School as normal. We provided a Fire Safety Day at the Fire Station for all private, perochial and charter schools. Education also provided for many senior living, childcare and other such facilites.

44 Public Relations Events / 705 Hours

14 Fire Safety Education Events / 104 Hours

1,640 Total Students



Inspections and Permits

-Continue to assist the City of Hutchinson Building Department utilizing a hybrid model to conduct rental inspections in large 10+ unit apartment buildings and other rental type properties.

-Daycare and Foster Care facilities were inspected (16) as requested through our partnership with the county/state and all new and remodeled construction (commercial properties) were inspected (57) to ensure proper installation and operations of fire alarm, sprinkler systems and other safety items.

-Building plan reviews were also conducted jointly with the City of Hutchinson Building Department.

-Paperless burn permit system for Mcleod County continues to function well with limited changes.

Goals for 2025

-Continue our firefighter health and safety initiative by making facility and equipment improvements as needed and also focusing on personal health and well-being.

-Ensure timely replacement of PPE items as needed to ensure NFPA compliance.

-Prep and plan for potential changes with OSHA/NFPA requirements.

-Successfully complete the scheduled ISO audit.

-Conduct a new recruit Firefighter hiring event.

-Proactively conduct maintenance and upgrades to all apparatus and analyze future CIP needs.

-Continue working with the manufacturer of the replacement ladder truck...specification and build process 2025/2026/2027.

-Host our first ever regional one day hands on training school at our training site utilizing instructors from multiple agencies.

-Conduct a detailed evaluation of staffing needs for the next five years and beyond. Focusing on daytime emergency response needs, fire safety-education delivery and an expanded commercial fire safety inspection program.

-Expand on technology upgrades where possible for apparatus and tools.

-Utilize grant opportunities to offset costs whenever and wherever possible.

-Modernize building pre-plan information to all the truck tablets.

-Modernize monthly truck/small tools maintenance process and tracking.

-Interview, hire and fully integrate a new full time Firefighter/Inspector. This will allow expansion of commercial building fire safety walkthroughs, expansion of public safety, fire prevention and education programs. This will also help with our daytime call response needs.

-Complete finishing touches on the Fireman's Park project.

-Complete L-1 overhead door project.

-Finalize Boat project with MCSO.

- Continue to promote Firefighter & Officer participation in Regional/State training school opportunities.
- Remain active in the MCFCFA and MSFCA.
- Spec. and installation emergency power generator utilizing a public safety grant.
- Conduct training using alternative delivery models, hybrid and staggered start models.

- Continue with summer duty crews on weekends from Memorial Day to Labor Day.
- Finish review and update SOG/policies
- Work with MCSO on box alarm paging plans.
- Continue training on new armor vests and protocols with HPD, MCSO and Allina.
- Hold more frequent officer level leadership training.

Primary Services

We will continue to delivery excellent emergency response with a focus on professionalism and consistency. Community fire safety education will remain one of our cornerstone programs. Utilizing technology, analytics, thoughtful planning and hard work, we will strive to make improvements to our operations whenever and wherever possible. High quality and frequent training will continue ensuring Firefighter proficiency in all duties. Firefighter health and safety is, and will continue to be, our #1 priority to ensure that "Everyone Goes Home."

Hutchinson Housing & Redevelopment Authority

Executive Summary

The Hutchinson HRA (HHRA) was formed by the Hutchinson City Council in 1969 to address a shortage of housing for low to moderate income families and to address substandard areas in Hutchinson. The HHRA owns and manages Park Towers Apartments, plus administers other housing rehab programs throughout the city to preserve housing stock.

2024 Hutchinson Yearly Comparisons:

- Below 5% apartment vacancy rate for the last 11 years
- Median home sale price of \$257,450
- Home mortgage interest rate averaged 6.79% in 2024
- 21 newly constructed single-family units
- Two new developments, adding 25 lots to the vacant lot inventory.
- 5 Foreclosures

Summary of HHRA Activities and Accomplishments:

Park Towers:

- Park Towers Housing Specialist earned her Housing Specialist Certification.
- 11 move-ins, and 17 move-outs in 2024
- Updated/Repaired/Installed: multiple boiler system & exhaust repairs, replaced flooring in both elevators, toilet replacements in main floor public restrooms, installed vinyl planking in 9 units, installed water saver power flush toilets in 9 units, replaced 1 H/C unit range, 1 A/C unit

City Center:

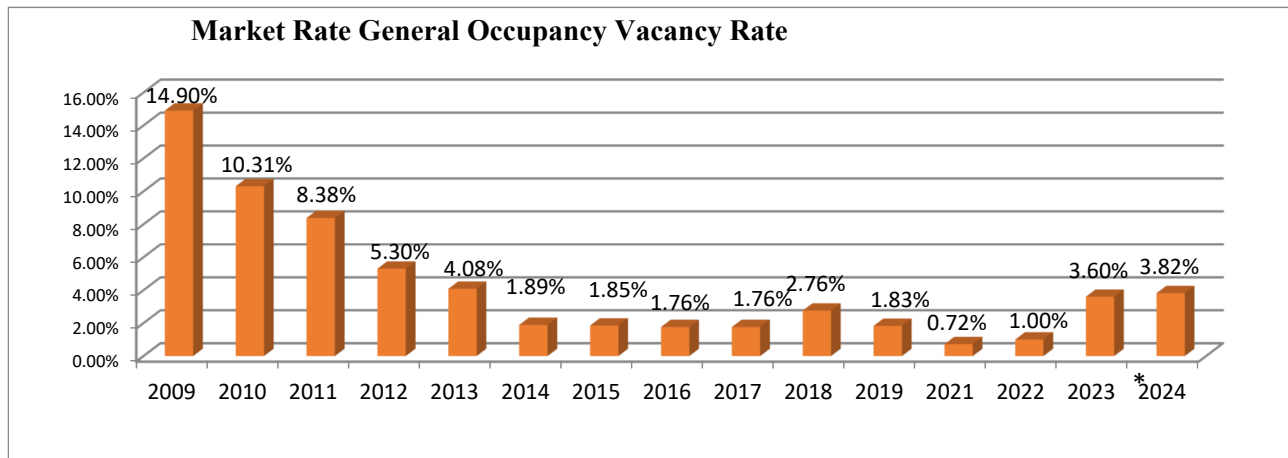
- 5 City home improvement program grants (5 approved in 2024; 4 completed in 2024)
- Completed the construction/rehab of 1831 Island View Circle and sold it December 2024

HHRA Priorities:

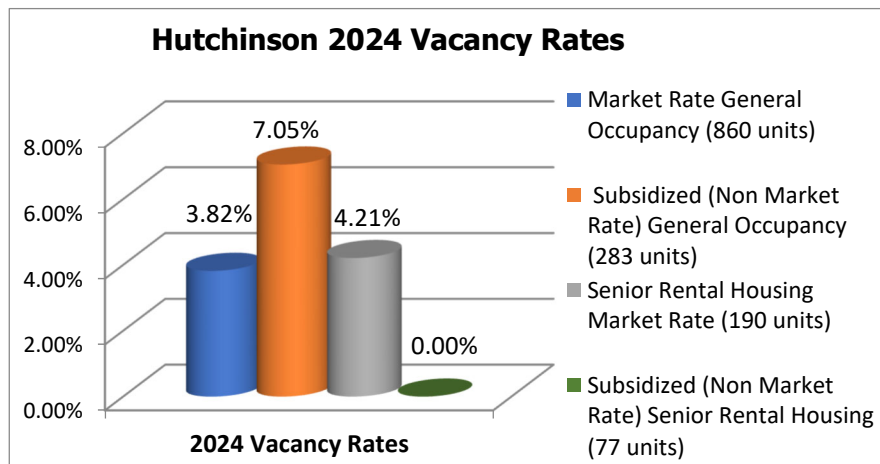
- Staff training
- Implement HUD Multifamily, Section 8 Project Based Rental Assistance Program (PBRA) policy changes at Park Towers
- Continue with asset preservation and energy conservation improvements at Park Towers
- Continue to administer City Home Improvement Program Grant Programs and Minnesota Housing's Home Improvement Programs
- Explore the availability of housing programs and projects that will address identified housing needs of Hutchinson

Hutchinson Yearly Comparisons

Rental Data from the 2024 Apartment Survey:



* Oct/Nov. 2024 Survey of General Occupancy properties



Median Rents*

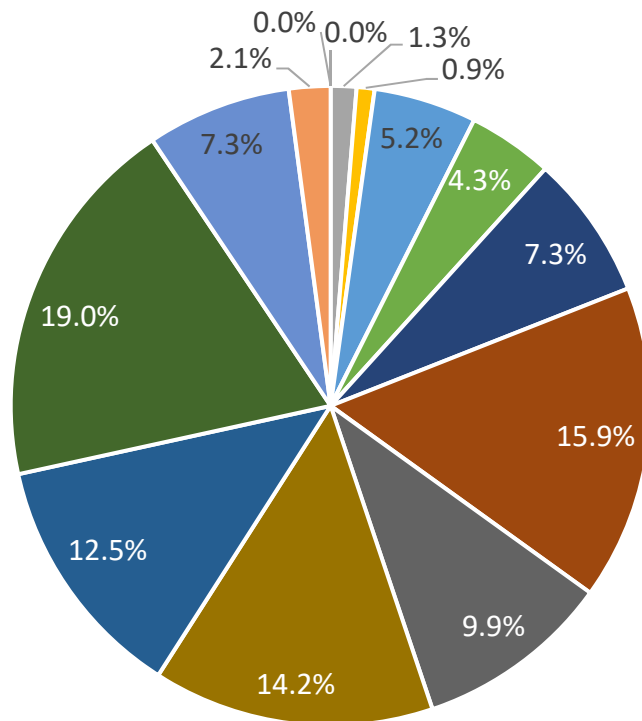
Studio	\$480	+\$30
1 Bedroom	\$726	+\$39
2 Bedroom	\$922	+\$147
3 Bedroom	\$1,141	+\$303

* Oct/Nov 2024 survey.

Home Resales Data from McLeod County Assessor's Office:

Home Resales City of Hutchinson 7 years (2018-2024)														
Year	2024		2023		2022		2021		2020		2019		2018	
Price range	#	Pct.	#	Pct.	#	Pct.	#	Pct.	#	Pct.	#	Pct.	#	Pct.
<\$50K	0	0.0%	2	0.8%	2	0.7%	4	1.1%	7	2.0%	1	0.3%	7	1.9%
\$50K-\$75K	0	0.0%	3	1.1%	4	1.3%	5	1.3%	10	2.9%	5	1.6%	11	3.1%
\$75K-\$100K	3	1.3%	11	4.2%	11	3.7%	13	3.5%	10	2.9%	8	2.5%	15	4.2%
\$100K-\$125K	2	0.9%	6	2.3%	7	2.3%	10	2.7%	19	5.5%	27	8.6%	46	12.8%
\$125K-\$150K	12	5.2%	7	2.7%	12	4.0%	29	7.8%	49	14.4%	50	15.9%	67	18.7%
\$150K-\$175K	10	4.3%	12	4.5%	21	7.0%	34	9.1%	51	14.9%	64	20.3%	70	19.5%
\$175K-\$200K	17	7.3%	22	8.3%	30	10.0%	58	15.5%	55	16.0%	59	18.7%	55	15.3%
>\$200K	188	81.0%	201	76.1%	212	71.0%	220	59.0%	142	41.4%	101	32.1%	88	24.5%
Totals	232		264		299		373		343		315		359	
Median	\$257,450		\$246,250		\$244,000		\$215,400		\$186,000		\$175,000		\$161,900	
% increase	4.5%		0.9%		13.3%		15.8%		6.3%		8.1%		5.5%	

2024 Hutchinson Home Sale Price Ranges



- Under \$50,000 = 0%
- \$50,000 to \$74,999 = 0%
- \$75,000 to \$99,999 = 1.3%
- \$100,000 to \$124,999 = 0.9%
- \$125,000 to \$149,999 = 5.2%
- \$150,000 to \$174,999 = 4.3%
- \$175,000 to \$199,999 = 7.3%
- \$200,000 to \$224,999 = 15.9%
- \$225,000 to \$249,999 = 9.9%
- \$250,000 to \$274,999 = 14.2%
- \$275,000 to \$299,999 = 12.5%
- \$300,000 to \$399,999 = 19.0%
- \$400,000 to \$499,999 = 7.3%
- \$500,000 plus = 2.1%

Year End Hutchinson Home Resales Data from the Minneapolis Area Association of Realtors:

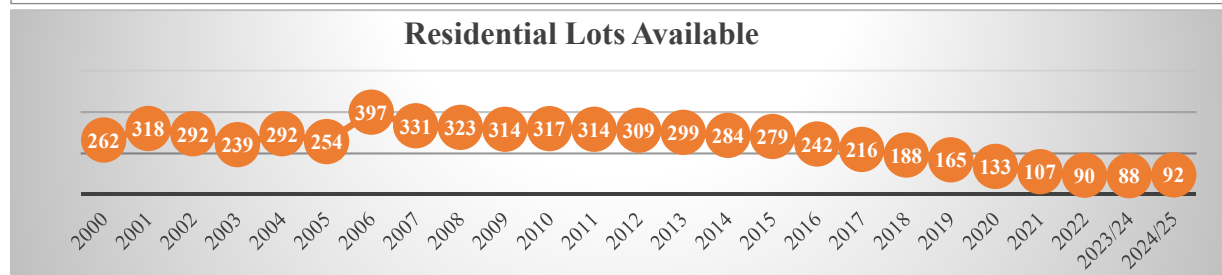
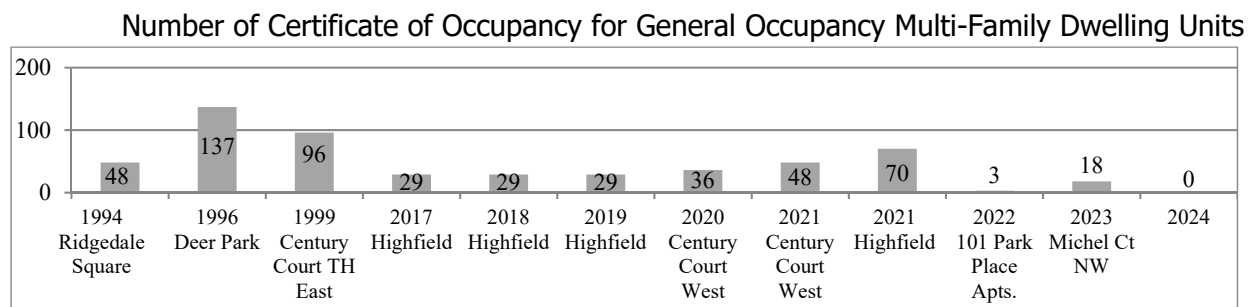
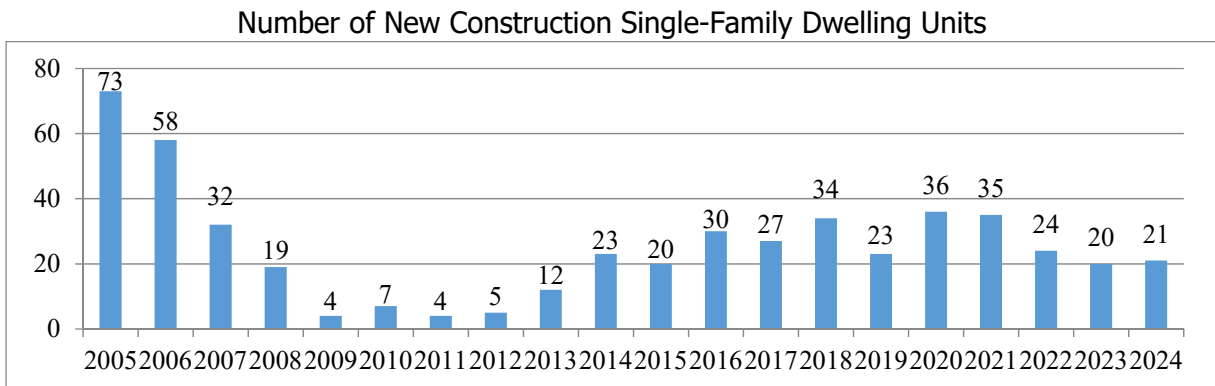
	2024	2023	2022	2021	2020	2019	2018	2017
Median Sales Price	\$268,900	\$261,750	\$262,900	\$236,250	\$200,000	\$181,000	\$170,000	\$161,000
# of Sales	198	236	265	317	324	315	330	318

- 16.1% less home sales in 2024 than in 2023.
- 35 days on the market in 2024 vs. 38 in 2023.

2024 Home Mortgage Rates:

Early in 2024, the 30-year fixed home mortgage rate was 6.62% and ended at 6.85% according to Freddiemac.com. The lowest the interest rate in 2024 was 6.08% the week of September 26, 2024.

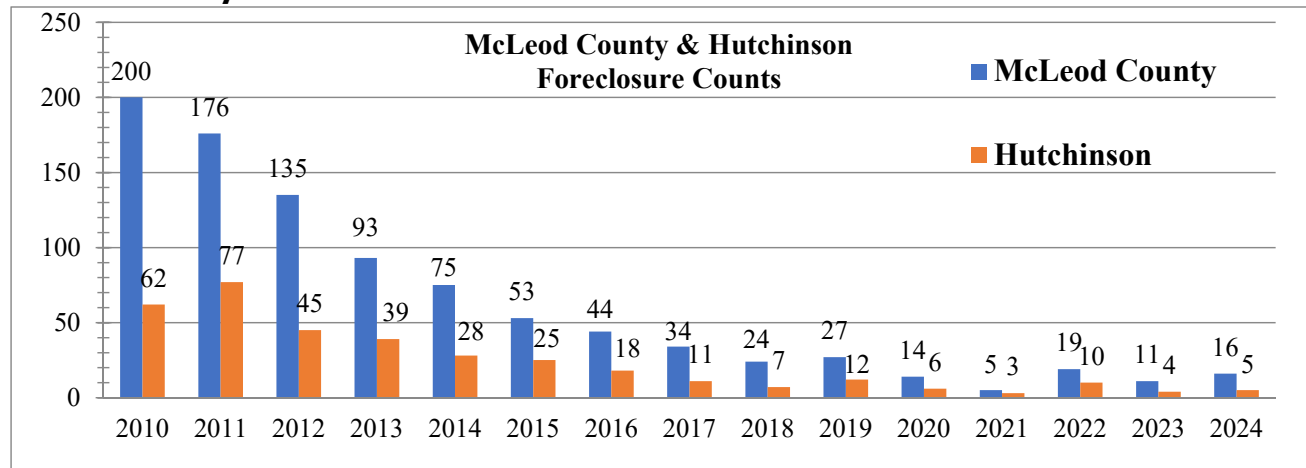
New Construction Units (the following 3 charts are based on information from the Department of Planning, Zoning and Building Department):



Lot Inventory (information from the Department of Planning, Zoning and Building Department)

- 92 vacant lots currently in Hutchinson
- Approximately 15 of these appear to be bought with the purpose of having a “double lot” and aren’t really available for development at this time.
- Appears to be about a 3-year supply of lots available for development

McLeod County & Hutchinson Foreclosures:



Summary of HHRA 2024 Accomplishments:

Park Towers Apartments Management - Multifamily, Section 8 Project Based Rental Assistance Program (PBRA):

Park Towers Property Management

- 11 move-ins, and 17 move-outs in 2024.
Reasons for move outs:

4	Death of sole family member
2	Owner initiated for nonpayment of rent
1	Owner initiated other than nonpayment of rent
10	Tenant initiated

- December 2024, annual unit inspections were done at the same time as the City Rental Registration inspection.
- Park Towers Housing Specialist earned her Housing Specialist Certification.
- September 1, 2024 Park Towers moved from HUD administration of our HAP contract to the Performance-Based Contract Administration (PBCA) portfolio within Minnesota Housing.
- Contracted with a new accountant that is familiar with HUD's Multifamily program.
- Multiple staff trainings for changing & new HUD policies.

Asset Preservation, Property Improvements and Energy Conservation

- Replaced the maintenance garage roof.
- Multiple boiler system & exhaust repairs.
- Replacement of the flooring in both elevators.
- Replacement of 1 toilet in main floor women bathroom and 1 urinal in the main floor men bathroom.
- New vinyl planking was installed in 9 units at turns.
- Water saver power flush toilets were installed in 9 units to save water and reduce toilet plugs.
- 1 H/C unit range and 1 A/C unit were replaced.



Tenant Demographics

- Average age of head of household is 54.
 - 32 Sixty-two or older
 - 46 Disabled
 - 16 No special status
- Income Categories:
 - 5.7% = \$0 - \$1,999
 - 2.3% = \$2,000 - \$3,999
 - 0.0% = \$4,000 - \$5,999
 - 4.6% = \$6,000 - \$7,999
 - 4.6% = \$8,000 - \$9,999
 - 82.8% = \$10,000+ (below \$35,900)

Tenant Services

- Hosted National Night Out and a Christmas Dinner for the tenants.
- Park Towers continued as a Senior Dining Program Site through a lease with Lutheran Social Services. Meals are prepared offsite and delivered to Park Towers Monday through Friday.
- Throughout the year different community organization such as the Elks and the youth from Foundation Church brought care packages to the residents.
- Coordinate activities with the Tenant Council.

City Center Operations:

Operations:

New employee training.

Owner Occupied Rehabilitation Programs Available:

1. Minnesota Housing Rehab Loan Program (RLP) – One applicant in 2024, closed/completed in early 2025. One project from 2023 finished.



2. City Home Improvement Program Grants (HIP): This program was established in 2015 as a flexible tool for rehabilitation of single-family, owner occupied housing (4 targeted programs).
 - *City Home Repair Grant Program* – 6 applicants: (4 closed; 1 open; 1 cancelled)

Address	Amount	Program	Project Description	App. Date	Completed
1525 McDonald Dr SW #43	33,920	RLP	Roof, windows, HVAC, misc.	06/25/24	02/12/25
142 3rd Ave SE	59,679	RLP/ELP	Windows, plumbing, electrical, misc.	05/01/23	finished
	93,599				
549 Main St S	4,750	City HIP	HVAC	04/08/24	07/23/24
525 Northwoods Ave NE	7,218	City HIP	HVAC, water heater	05/06/24	08/19/24
938 Jorgenson St SE	4,758	City HIP	Roofing, siding	08/06/24	11/12/24
645 Main St S	2,184	City HIP	HVAC	12/10/24	12/31/24
578 Main St S	5,000	City HIP	Bathroom accessibility	11/10/24	Open
736 Hassan St SE	3,950	City HIP	Cancelled	06/10/24	CNCL
	27,860				

Rental Rehabilitation

Ongoing Annual Recertifications of other City of Hutchinson Rental Rehab Program projects.

House Move to Island View Heights Lot

The house construction/rehab was completed fall 2024 and sold in December 2024.



Local Realtor 2025 Housing Market Predictions:

- 1. What do you see for the housing market for Hutchinson in 2025?** We believe the 2025 housing market in Hutchinson will resemble the 2024 market. We're predicting similar units sold (which was a 30-year low), while pricing remains flat.
- 2. What are the most influential factors affecting housing in Hutchinson?** Interest rates are the main contributor to the market slow down. Home prices increased at a record pace, which was supported by historically low interest rates for over a decade. With rates twice doubling in just 3 years, affordability is the major issue for most buyers. Also, existing

homeowners with rates locked in the 3-4% range are not as interested in moving and losing that rate.

- 3. What do you think will happen to new housing construction in 2025?** We also feel that new construction starts will be similar to 2024 numbers. Affordability and the inflation of new construction prices makes any significant growth a challenge. A modest new construction home with 4Bd & 2Ba would cost 30-40% more than the average home in Hutchinson. The average price/sq ft for existing homes is \$150/sq ft, where new construction is about \$250/sq ft.

Local Mortgage Lender 2025 Housing Market Predictions:

- 1. What do you see for the Hutchinson housing market in 2025?**

I think the Hutchinson housing market will move toward a more healthy balance between buyers and sellers. We are already seeing the signs of home that have fewer competitive buyers, homes that remain listed for longer than a few days, and some appearance of price reductions from list price occurring. I think that these factors might slow the pace of price appreciation a little bit...but I don't expect dramatic things to happen this year.

- 2. What are the most influential factors affecting housing in Hutchinson?**

Quite a bit of uncertainty remains about the future of interest rates. Rates are affecting buyer's ability to afford the homes at current prices....and sellers remain reluctant to sell and give up their low rate mortgage for a higher one if they move.

- 3. What do you think will happen to new housing construction in 2025**

New construction will likely continue to be somewhat healthy. Existing home prices are high....and people can make a choice to buy new construction and have it be relatively competitive. Lower priced homes, though, are not even possible any more with new construction. The combination of price and rate makes new construction a tough hill to climb for most buyers. But for those folks looking for existing homes in the \$300+ price category, new construction can become an option for them.

Hutchinson HRA Priorities for 2025:

Park Towers Apartments Management:

- Administer the RAD Multifamily, Section 8 PBRA program at Park Towers.
- Staff training for RAD Multifamily, Section 8 PBRA program and new HUD program changes such as AFFH rule, HOTMA, VAWA and NSPIRE inspections.
- Housing Specialist attain a Minnesota Department of Labor and Industry issued Special Engineer boiler license.
- Continue to install vinyl planking and power flush water saver toilets at unit turns.
- Potential improvements: new door card entry system, installation of splitter, heating/cooling system in the laundry room, unit smoke detectors, common areas flooring replacement near the elevators and sewer main replacement coordinated with City of Hutchinson.
- Follow legislation for grant funds to retrofit sprinklers in high rise residential buildings.
- Support the Tenant Council activities.

City Center Operations, Owner Occupied Rehab:

- Administer the City Home Improvement Grant Program, Minnesota Housing Rehab Loan Program and the Fix Up Fund Home Improvement Loan Program.
- Follow rollout of new State housing programs and determine interest/need in Hutchinson.
- Market available programs throughout the community.
- Identify and determine interest of potential SCDP owner occupied rehab project.

City Center Operations, SCDP Rental Rehab Program:

- Identify and determine interest of potential SCDP rental rehab projects.

City Center Operations, Housing Development

- Explore other housing resources available to address the housing needs identified in the Maxfield Comprehensive Housing Study/Market Analysis for the City of Hutchinson
 - Determine best use of the remaining 2 HHRA Island View Heights lots.

December 31, 2024 Housing Fund Balances

SCDP City Revolving Local Income Balance**	\$218,790.50
SCDP City Revolving Program Income Balance**	\$51,873.89
TIF Available Balance	\$35,000.00
Total Funds Available:	\$305,664.39
HRA Notes Receivable HHPOP	\$9,245.56
Total Balance of HRA Loans Receivable	\$9,245.56
**As of 9/30/2024 DEED Report	

Human Resources

Primary Services

Under the direction of the Human Resources Director, the human resources department provides the following organizational development and services:

- Recruitment
- Compensation
- Benefit administration
- Employment policies and laws
- Workers' compensation
- Employee safety
- Labor relations
- Performance evaluations
- Organizational development
- Training and development
- Employee and Supervisor support

2024 Human Resources Staffing

1.875 Full-time Equivalent Staff – Human Resources Director and Human Resources/Administrative Technician

Budget

The Human Resources budget is contained within the City Administration budget.

Alignment with Council CORE VALUES and OUTCOMES

The primary purpose of the Human Resources Department is to provide strategic management of the City's workforce by giving information, support and consultation to internal customers to assist them in delivering quality, cost effective City services to the public and accomplishing the ends and outcomes identified by the City Council.

2024 Accomplishments

- Completed 25 recruitment processes
 - Absentee Voting Team Member
 - Aquatics & Recreation Programmer
 - Compost Equipment Operator (2)
 - Initial posting unsuccessful, second posting resulted in a hire
 - Compost Scale Operator
 - Election Judge
 - City Engineer
 - Posting unsuccessful
 - HRA Technician (2)
 - Initial hire returned to prior career
 - Motor Vehicle Technician

- PT Liquor Sales Clerk
- Police Officer (4)
 - 1st and 2nd postings unsuccessful, 3rd and 4th postings resulted in 2 FT Officer and 1 PT Officer hires
- PRCE Facility Maintenance Technician
- Public Works Maintenance Lead Operator
- Public Works Maintenance Operator (2)
 - One internal, one external
- Public Works Senior Maintenance Operator (Internal)
- Vegetation Management Specialist
- Wastewater Maintenance Operator
- Wastewater Manager
- Wastewater Operator (2)
 - Initial hire resigned
- Hired approximately 145 summer seasonal employees
- Supported Public Works Streets through major transition due to key retirements
- Maintained quality benefits offered to employees
- Navigated Earned Sick and Safe Time (ESST) and updated vacation and funeral leave policies
- Planned and hosted successful employee events, including the Summer Picnic and Holiday Party

2024 Performance Measurement Monitoring Data

Consistent with the council's adopted governance statements, priority indicators follow:

Employee Efficiency

The department provides human resource services to all City employees and strives to assist them in increasing productivity, and balancing resource constraints and increased demand for services.

POPULATION PER EMPLOYEE						
	2018	2019	2020	2021	2022	2023**
Population	14,260	14,282	14,599	14,703	14,703	15,037 (est)
Number of Employee FTEs	126	125	124	124	130	130
Population per Employee	113	114	118	118	114	116

* The employee numbers include full-time and regular part-time employee Full Time Equivalents (FTE) only, includes HRA Employees. FTE's are not calculated for seasonal part-time staffing. The population is based on best available estimates provided by the Minnesota State Demographer.

** 2024 population estimates are not available via the Minnesota State Demographer or US Census Bureau at the time of this report (April 2025)

Employee Decision-Making

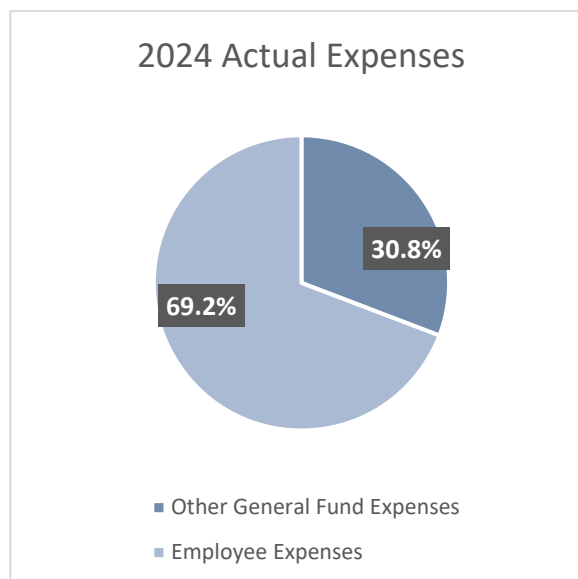
In order to accomplish the City's mission, employee involvement in the decision-making process as well as employee feedback and participation is essential.

Employees participate in significant decision-making processes such as:

- Evaluation and selection of new employees
- Employee Wage Committee recommendations
- Employee benefit program provider and program selections
- Development of safety program components and safety program administrative functions
- City website and social media content
- Leadership Team and Executive Team participation
- HR Director open door policy

Cost of Employee Services

For 2025, Employee Expenses are estimated to cost \$10,542,600 (67.1%), which includes all wages, taxes, health insurance and other benefits, and PERA. For 2025, all Other General Fund Expenses are estimated to cost \$5,167,129 (32.9%). In comparison, 2024 actuals showed Employee Expenses to cost \$10,044,590 (69.2%) and Other General Fund Expenses to cost \$4,463,086 (30.8%).



Health Insurance

A portion of employee costs are for health insurance premiums. Each year, the City considers vendor and plan design changes in order to keep premium costs low. Hutchinson maintains premiums competitive with the market average, which results in a savings to both the City and its employees.

While the City was not in a position of power to renegotiate for 2025, the plan did experience a bit more leveling than experienced for the 2024 plan year. For 2024, the City plans saw a premium increase of approximately 25%. As a reminder, much of that increase was due to the City's high utilization rate and inability to pull claims data from the prior carrier, Medica. Based on the prior years unsuccessful attempt to market the plan, it was determined to remain with

Health Partners for another year considering the increase proposed by Health Partners was 4%, which is low in comparison to the market.

For the first time in many years, the City considered some plan design changes. After switching to Health Partners in 2023, the City's two plans became nearly identical because Health Partners did not offer the same narrow network as Medica. The Wage Committee determined 2025 was a good year to begin creating separation between the two plans and move towards a model that is often referred to as a "base plan" and "buy-up" plan. In order to create separation, the City adopted different premium percentage splits for the two plans. The split has smaller monthly premium deductions for the higher deductible plan, or "base plan" and larger monthly premium deductions for the lower deductible plan, or "buy up" plan. The biggest goal of the premium split adjustment was to create better balance for how many employees elect each plan. In addition to the premium split adjustment, the City increased the deductible for the "base plan" from \$3000/6000 to \$3500/7000 in order to meet the IRS requirements for an embedded deductible for 2025 and hopefully 2026-2027.

2025	Employee Cost		Employer Cost		Total Cost	
	\$2k/4k	\$3.5k/7k	\$2k/4k	\$3.5k/7k	\$2k/4k	\$3.5k/7k
Emp Only	\$180.92	\$135.29	\$542.75	\$541.17	\$723.67	\$676.46
Emp + Spouse	\$497.52	\$372.06	\$1,492.58	\$1,488.22	\$1,990.10	\$1,860.28
Emp + Child(ren)	\$307.56	\$230.00	\$922.68	\$919.99	\$1,230.24	\$1,149.99
Family	\$524.66	\$392.35	\$1,573.99	\$1,569.40	\$2,098.65	\$1,961.75

2024	Employee Cost		Employer Cost		Total Monthly Cost	
	\$2k/4k	\$3k/6k	\$2k/4k	\$3k/6k	\$2k/4k	\$3k/6k
Emp Only	\$139.28	\$131.85	\$557.10	\$527.42	\$696.38	\$659.27
Emp + Spouse	\$383.01	\$362.60	\$1,532.03	\$1,450.40	\$1915.04	\$1813.00
Emp + Child(ren)	\$236.77	\$224.15	\$947.07	\$896.61	\$1183.84	\$1120.76
Family	\$403.90	\$382.38	\$1,615.60	\$1,529.51	\$2019.50	\$1911.89

REGULAR EMPLOYEE HEALTH PLAN PARTICIPATION							
	2018	2019	2020	2021	2022	2023	2024
Health Plan Participants	92	94	91	95	95	95	95
% of Eligible Employees	85.2%	84.7%	82.7%	82.7%	90.5%	90.5%	90.5%

Labor Contracts

Two bargaining units represent two groups within the Hutchinson Police Department. Labor contracts are negotiated and administered by the City and one contract has gone to arbitration since the first unit was organized. 2024 brought another round of settled wage reopeners for both the MNPEA Police Officers and LELS Police Sergeants.

Labor Measurements

REGULAR FULL TIME AND REGULAR PART TIME RECRUITMENTS								
	2017*	2018	2019	2020*	2021*	2022*	2023**	2024**
# of Recruitments	22	11	22	17	25	14	15	25
# of Applications Received	377	145	311	266	206	114	198 ⁺	149

* Includes Hutchinson Utilities Commission and/or Hutchinson Redevelopment Authority position recruitments.

** Includes Hutchinson Redevelopment Authority position recruitments only

⁺ 81 applications were submitted for the Utility Billing Specialist position

ATTRITION %								
	2017	2018	2019	2020	2021	2022	2023**	2024
* Attrition %	8.4%	5.6%	13.7%	10.5%	15.0%	13.8%	17.9%	9%
Full Time Employee Attrition %	4.9%	5.8%	7.2%	10.1%	8.3%	7.4%	11.4%	9%

* Includes full-time and regular part-time employees and no seasonal/temporary employees.

** Hospital security is included in these numbers

2024 Employee Retirements:

- Jerome Burmeister – Public Works Streets
- Bruce Fenske – Public Works Streets
- John Olson – Public Works Streets
- Brenda Sturges – Liquor Hutch
- DeNeil Thompson – Public Works Streets
- Justin Wendlandt – Fire

110+ years of experience!

2025: A Look Forward

The 2025 human resources department budget allows for continued services including:

- Negotiation of new labor contracts with the Police Officer and LELS groups for 2026.
- Annual employee insurance renewals.
- MN Paid Leave implementation (effective 2026)
- Personnel policy review and updates.
- Updates to Drug and Alcohol Testing policy and other related policies/procedures.
- Prepare for 2026 Wage Study and Performance Management changes

Information Technology

Primary Services

Under leadership from the Information Technology Director, the Information Technology (IT) Department is responsible for most technology systems across all City departments including Hutchinson Utilities. The range of items supported is technologically diverse and includes:

- Retail Point of Sale systems (Liquor Hutch)
- Manufacturing process software (Creekside)
- Law Enforcement applications with strict security standards imposed by the FBI
- Electrical Generation systems (Hutchinson Utilities Production)
- Mobile work systems (Field Crews)
- Network Architecture for Electric, Gas, Water and Waste Water SCADA systems
- General Government applications
- Voice Over Internet Protocol (VOIP) phone systems and related contracts
- Radio Systems for Emergency Services. (IT supports the network, server and workstations)
- Cell phones and related contracts
- Cyber Security
- Managing, supporting & expanding, when appropriate, City owned fiber optic network. (Hutchinson is unique in that the City owns, manages, and leases fiber to other entities)

- We are available 24x7 to support law enforcement, Liquor Hutch and Hutchinson Utilities.
- Manage 50+ yearly software contracts
- Web page management and upkeep
- Credit Card Processing & Security
- PD Body camera support for PD & Legal
- 55 Security Cameras throughout City Buildings and Parks
- GIS

2024 Information Technology Budget

General Operating: \$619,744

Revenue: \$146,940

Water: \$29,721

Waste Water: \$33,626

Liquor Hutch: \$6,662

EDA: \$8,418

HRA: \$8,504

Creekside: \$14,492

HUC: \$246,814

Total Managed Budget \$967,981

Staffing

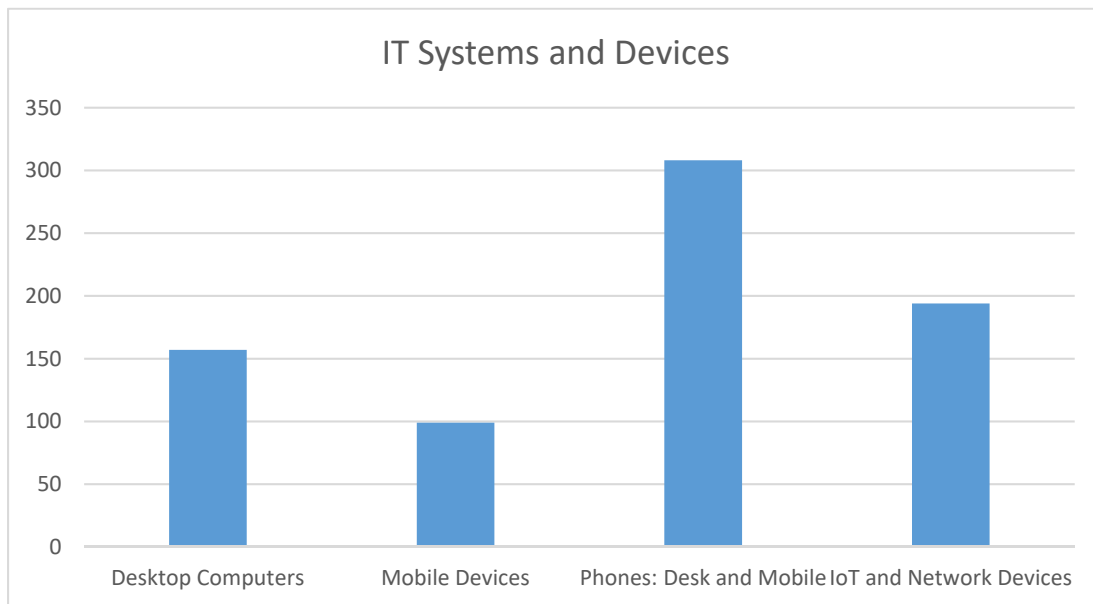
3.5 Full-Time Equivalent Staff including GIS

2024 Narrative

The IT industry is ever changing and Cyber Security continues to be the top issue. Much of our time is focused on network security to protect employees and customers. Day to day support end user tends to demand the majority of our time, which is a good indicator of how technologically sophisticated the City has become. All departments embrace technology in an effort to create efficiencies and increase service to the public.

2024 Accomplishments

- Completed moves for Police and Motor Vehicle
- Reconfigured network to leverage more speed
- Firewall configuration continues
- Reconfigured network to increase security
- Continued automation for desktop setup and rebuilds
- Desktop and network security upkeep.
- Ongoing Cyber Security Programs



2025 Information Technology Budget

General Operating: \$723,131

Revenue: \$155,545

Water: \$29,521

Waste Water: \$28,060

Liquor Hutch: \$9,444

EDA: \$17,273

HRA: \$19,653

Creekside: \$10,546

HUC: \$283,391

Total Managed Budget \$1,121,019

Looking Forward to 2025

2024 was a productive year reconfiguring the network and getting projects cleaned up before we start the conversion to the Microsoft Cloud.

Project for 2025:

- Conversion to the Microsoft Cloud
- Upgrade of 38 desktops/Laptops
- Upgrade of 1 network switch
- Major upgrade to our core servers
- Continue efforts to leverage the network against Cyber Security attacks
- Door access system upgrades
- Wrapping up projects from 2024
- Complete installation of video security system at Roberts Park and the Civic Arena
- Add the water park pump/filter house to the City network

Technology Department Philosophy

Information technology is a cornerstone of all modern organizations, supplying the communication and business systems necessary to perform daily tasks in the most efficient manner possible. IT provides a central coordination point to technology solutions and services for both internal and external customer needs. The IT Department has made great strides in implementing new technology solutions, enhancing the technology environment, and collaborating with other departments to provide cost efficient and effective solutions to their technology needs.

Legal Department

The City of Hutchinson's Legal Department's duties are divided into two main areas – one pertaining to civil law and the other pertaining to criminal law. Regarding civil law, the City of Hutchinson Legal Department provides legal advice to the City Council, city administration, city departments, and the 13 boards and commissions of the city. The legal department reviews and negotiates contracts, provides ordinance interpretation to city staff, serves as the revisor of city ordinances, assists in fulfilling data practices requests and serves as the City Parliamentarian. The city's legal department also serves as the general counsel for the Hutchinson Utilities Commission.

Some of the activities of the legal department pertaining to civil law in 2024 included:

1. Attending City Council meetings, planning commission meetings, charter commission meetings, airport commission meetings, and police commission meetings.
2. Fulfilling data practices requests.
3. Drafting and revising city ordinances.
4. Conducting three dangerous animal hearings.
5. Assisting city administration in the purchase and sale of real property.
6. Assisting the Hutchinson housing and redevelopment authority with landlord – tenant issues.
7. Assisting the Hutchinson economic development authority in developing tax increment financing districts, the purchase and sale of property for economic development in the city and with landlord-tenant issues.
8. Assisting Hutchinson Police Services and the planning and zoning and building department with nuisance property abatement.
9. Assisting the city Public Works Department with airport, property acquisition and city development matters.
10. Drafting or reviewing 98 contracts on behalf of city departments and Hutchinson Utilities.

Concerning criminal law, the legal department also serves as the criminal prosecutor for the City of Hutchinson; prosecuting violations of city ordinances, misdemeanor crimes and some gross misdemeanor offenses that occur within the city limits of Hutchinson. The city has a contract with the Gavin Law office in Glencoe, Minnesota to assist in criminal prosecution work.

In 2024 the legal department prosecuted 193 criminal cases against 172 different individuals. The prosecution of these individuals required the attendance by the legal department at 701 court hearings an increase of 42% from 2023. The legal department also conducted 13 court trials and one jury trial.

The following table illustrates the number of cases prosecuted by the legal department over the past few years.

<u>Year</u>	<u>Number of Cases Prosecuted</u>
2019	357
2020	306
2021	235
2022	343
2023	183
2024	193

As shown above, there was a slight increase in the number of charges prosecuted between 2023 and 2024, but overall prosecutions have decreased the past few years. While it is too early to say that it is an ongoing trend, the drop in the number of prosecutions may be linked to a few possible factors. First, the legislature has decriminalized cannabis and several other drug related offenses and has made some misdemeanor driving offenses payable without requiring court appearances. Second, the way local merchants take payments from customers is changing in that many merchants no longer accept checks (reducing the number of bad check offenses) and gas stations now mainly require pre-payment for gasoline (which reduced the number of gas drive-off offenses)

Criminal Charges Filed by The City Attorney's Office In 2024

Crimes Against the Administration of Justice

<u>Charge</u>	<u>Number of Violations</u>
Violate Domestic Abuse No Contact Order	4
Flee Police Officer	2
Violate Order for Protection	1
Violate A Harassment Restraining Order	3
Obstruct Legal Process	9

Assault Related Crimes

<u>Charge</u>	<u>Number of Violations</u>
Domestic Assault	15
Disorderly Conduct	18
5 th Degree Assault	1

Driving Related Crimes

<u>Charge</u>	<u>Number of Violations</u>
Driving After License Revocation	8
Driving After License Cancellation – Inimical to Public Safety	3
Driving After License Suspension	4
Hit and Run	6
Failure to Yield the Right-Of-Way	13
4 th Degree Driving While Impaired	4
4 th Degree Driving While Impaired - Cannabis	1
3 rd Degree Driving While Impaired	7
2 nd Degree Driving While Impaired	3
Refusal to Submit to Chemical Testing	3
Reckless Driving	2
Open Bottle	2
Failure to Drive with Due Care	6
Driving After Suspension	1
School Bus Stop Arm Violation	5
No Insurance in Possession	7
No Valid Driver's License	16
Window Tint Violation	6
Exhibition Driving	2
Follow Too Close	4
Open Container of Cannabis in Motor Vehicle	3
Fail to Stop at Stop Sign	3
Ignition Interlock Violation	1
Improper Lane Change	1
Expired Registration	2
Seatbelt Violation	1
Display Wrong License Plates	1
Speeding	1
Illegal Backing	1

Property Related Crimes

<u>Charge</u>	<u>Number of Violations</u>
Trespassing	9
Criminal Damage to Property	2
Motor Vehicle Tampering	1

Theft Related Crimes

<u>Charge</u>	<u>Number of Violations</u>
Misdemeanor Theft-Shoplifting	24
Gross Misdemeanor Theft-Shoplifting	2
Misdemeanor Theft	1
Gross Misdemeanor-Theft by Swindle	1
Misdemeanor-Theft of Services	1

Animal Related Crimes

<u>Charge</u>	<u>Number of Violations</u>
Animal Running At Large	1
No Animal License	2
Attack by Animal	5
Animal Neglect	1

Miscellaneous Crimes

<u>Charge</u>	<u>Number of Violations</u>
Minor Consumption of Cannabis	5
Open Burning	1
Snow Emergency Parking	1
Failure to Obtain Building Permit	1
Building Maintenance Code Violation	1
Nuisance Storage	2
Possession of Alcohol Under 21	1
Fish and Game Violation	1
Possession of Tobacco on School Grounds	1
Illegal Possession of Cannabis	1
Long Grass Violation	1

Parks, Recreation, Community Education

Hutchinson PRCE System at a Glance

- 41 City Parks
- 4 Shared School-Park sites
- Aquatic Center (new in 2017)
- Recreation Center
- Ice Arena with 2 Sheets of Ice
- Farmers Market
- Overnight Campground
- 237.5 Acres of Park
- 138 Acres of Natural Areas/Open Space
- 35.5 Miles of Paved Trails
- 3 Miles of Un-paved Trails
- 16 Miles of Bike-Friendly Streets
- 33.5 Miles of Sidewalks
- Terrain Park and Skate Park
- 3 Miles of Bike Lanes



Bike and Pedestrian Network

Hutchinson has made it a priority to create a connected system of bike trails, sidewalks, and on-street bike lanes. Paved trails are typically along major collector roads and through parkland. Sidewalks and bike lanes are mainly within the core downtown neighborhoods. The existing system includes:

- 33.5 miles of sidewalks
- 35.5 miles of paved trails + 3 miles of unpaved trails
- 16 miles of bike-friendly streets
- 3 miles of bike lanes
- Luce Line State Trail

The City is served regionally by the Luce Line State Trail, a 63-mile-long former railroad grade which was developed for biking, hiking, horseback riding, mountain biking, snowmobiling, and skiing. The trail connects the western Twin Cities with Independence, Watertown, Winsted, Silver Lake, Hutchinson, Cedar Mills, and Cosmos. The trail surface varies along its course, including limestone, with a parallel treadway of horseback riding, paved bituminous, crushed granite, and natural (mowed grass). Snowmobiles are allowed on the trail west of Stubbs's Bay Road.

(Source: www.dnr.state.mn.us/state_trails/luce_line)



Hutchinson PRCE Advisory Board

The PRCE Board meets at 5:15 p.m. on the first Monday of the month at the City Center. The PRCE Board shall be composed of seven representatives from the community at large, one representative from the School Board, and one representative from the City Council. Except for the School Board and City Council representative, all members shall be jointly appointed by the Mayor and the School Board President, with the consent of the respective boards and Council, and shall serve staggered three-year terms. The Board shall study and determine the park, recreational, and community education needs of the city and make recommendations to the City Administrator relating thereto, and shall submit an annual operating budget to the City Administrator. In addition to the PRCE Advisory Board, there is an opportunity for involvement on the Senior Advisory Board.

PRCE Advisory Board Members:

Lynn Neumann – PRCE Director

Jody Harms/Leslie Alberts – PRCE Office Specialist

Sara Pollman – Hutchinson Public Schools Representative

Chad Czmowski – City Council Representative

<i>Member</i>	<i>Term Expires</i>	
Mark Lansink	August 2025	Second Full-term
Elizabeth Stearns	August 2025	First Full-term
Margo Kaping	August 2025	First Unexpired Term
Joshua Kamrath	August 2026	Second Full-term
Ann Lamecker	August 2026	First Unexpired Term
Kyle Wendling	August 2027	Second Full-term
Eric Thovson	August 2027	First Full-term

Hutchinson PRCE Senior Advisory Board

The Senior Advisory Board meets at 10:00 a.m. on the fourth Monday of the month at the Senior Center. The Board consists of seven members who serve staggered three-year terms. The board shall advise the PRCE Board and staff concerning the management and use of the multi-purpose senior center and shall develop and maintain a management plan that provides the opportunity for all senior-related activities to flourish.

Senior Advisory Board Members:

Jennifer Behrendt – Event Center/Senior Center Programmer

Al Barkeim

Mike Becker

Connie Dahl

Dave Husfeldt

Ced Steinkraus

Jody Stoffels

Bike and Pedestrian Committee

The Hutchinson Bicycle-Pedestrian Advisory Committee (BPAC) serves as an advisory committee to the City Council and the Park, Recreation, and Community Education Board. The BPAC provides advice on bicycling and pedestrian needs in Hutchinson, advocates for pedestrian and bicycling infrastructure improvements, and promotes recreational walking and bicycling in the city.

Bike and Pedestrian Committee Members:

Sara Witte - Parks Manager

Pat May - City Council Representative

Aric Jensen

Deb Card

Mark Hanneman

Mike McDowell

Tracy Marquardt

Sponsorships and Donations

The Parks, Recreation, and Community Education (PRCE) Department is grateful for the generous sponsorships and donations received from local businesses, organizations, and individuals throughout the year. Your support directly enhances our parks, programs, and facilities, making Hutchinson a better place for everyone. We also want to extend a huge thank you to the many volunteers who donated their time and energy to our programs, events, and facilities. Your dedication strengthens our community, and we couldn't do it without you! Together, we're building a stronger, more vibrant Hutchinson—one park, program, and partnership at a time. Thank you!

**Silver Bicycle Friendly Community Designation**

Hutchinson is proud to be recognized as a Silver Bicycle Friendly Community by the League of American Bicyclists! This certification, awarded in spring 2023, highlights our commitment to making biking safer, more accessible, and enjoyable for all.

We believe that safer streets for cyclists mean safer streets for everyone—from kids riding to school to commuters and recreational riders. As one of 506 certified Bicycle Friendly Communities, we are working to create a more connected, active, and bike-friendly Hutchinson. Let's keep pedaling toward a healthier, more vibrant community!

MRPA Award of Excellence- Hutchinson Community Bike Fleet

The Minnesota Parks and Recreation Association awarded Hutchinson PRCE and Meeker, McLeod Sibley SHIP with the Award of Excellence for the Hutchinson Community Bike Fleet Project. MRPA recognizes agencies or organizations in Minnesota for outstanding achievements in the following categories:

- administrative or management strategies
- marketing and communications
- park and facility
- programming and events
- sponsorship and partnerships
- volunteer initiatives



Park, Recreation, and Community Education Administration Staff Responsible: Lynn Neumann, PRCE Director

The Hutchinson Parks, Recreation, and Community Education Department is dedicated to enhancing Hutchinson's parks, trails, open spaces, and recreational facilities, while also providing community education programs. With nearly 401 acres of parks and 38 miles of trails, PRCE works to maintain, improve, and expand opportunities for residents of all ages.

Our work is funded through city taxes, grants, program fees, sponsorships, and donations, allowing us to offer high-quality recreation and educational programs while maintaining beautiful, accessible spaces for the community.



Hutchinson Parks, Recreation, and Community Education Administration oversees:

- ☑ Park Maintenance – Keeping parks, trails, and green spaces safe and enjoyable.
- ☑ Recreation Programs – Offering activities for all ages and interests.
- ☑ Community Education – Providing learning opportunities for residents.
- ☑ PRCE Facilities – Managing event spaces, sports complexes, and public amenities.
- ☑ Capital Improvements – Planning and executing park and facility upgrades.



PRCE collaborates with City departments and Hutchinson Public Schools (District 423) to ensure efficient use of facilities, resources, and funding. The department also works with the City Council, PRCE Advisory Board, and School Board to make strategic decisions that benefit the community.

PRCE Administration Objectives:

- Establish and build upon the Joint Powers Agreement between the City of Hutchinson and Hutchinson Public Schools.
- Provide excellent customer service and public relations in representation of the City of Hutchinson and Hutchinson Public Schools.
- Prepare all PRCE department budgets.
- Expand sources of revenue by promoting sponsorship and donations.
- Solicit and apply for grants, donations, and other funding for park improvements and activities.
- Provide for a safe and efficient delivery of program services.
- Nurture collaborations between service agencies in the community.
- Plan and provide park development, capital improvement plans, construction, renovation, and maintenance for all PRCE facilities and parks.
- Monitor and evaluate all department personnel and activities.
- Plan and implement recreational programs for the community that reach a diverse population with a wide variety of ages and cultures represented.
- Encourage activities that promote intergenerational participation and strengthen community, families, and neighborhoods.

Hutchinson Parks, Recreation, and Community Education is committed to making Hutchinson a great place to live, work, and play.

Parks and Natural Resources

Staff Responsible: Sara Witte, Parks Manager

As in previous years, the Hutchinson Parks Department supported many events throughout our community in 2024. One of the larger events was the traveling "Wall That Heals," a $\frac{3}{4}$ replica of the Vietnam Veterans Memorial in Washington, D.C. This mobile education center and traveling exhibit honors Vietnam veterans. It required extensive coordination among multiple

organizations, volunteers, and the City of Hutchinson staff to host a successful event that attracted many visitors to the community.

Collaboration among different departments within the City of Hutchinson proved essential, as larger-scale projects often require skill sets and equipment that may not be available within the Parks Department alone. The willingness of other departments to assist when requested reflects the strong management and teamwork of the entire organization. Special thanks go to the Public Works Department for their help with the VMF Lighting and Grandstand renovation project, as well as ongoing forestry operations. We also appreciate the City of Hutchinson Facilities Manager for coordinating project improvements at historic facilities and VMF enhancements, and the Engineering Department for improvements related to street projects.

Park staff participated in various training programs to enhance their knowledge of new methods and to demo new machinery at on-site expos. These shows introduced staff to different pieces of equipment that could help improve daily operations. Staff attended the Northern Green Expo, Gopher State One Call, the MN Shade Tree Short Course, the MPCA Turf Class, Greater MN Parks and Trails, the Fall Northern Green Expo, and the MRPA Annual Conference. They also had opportunities to engage in training and webinars on topics such as Safe Routes to School, BikeMN, the MRPA Northern group, the MRPA Park Maintenance networking group, and Prairie maintenance forums focusing on restoration and plant selection, all of which contribute to the overall growth of the team.

In 2024, the Masonic West River campground saw continued growth in reservations, while the number of shelter bookings experienced a slight decline. We will continue to monitor trends in the coming years to determine how best to allocate resources for upgrades and potential expansions.



other community areas is a wonderful bonus.

The Parks Department is grateful for the strong relationships we have established over the years with various groups, organizations, and individuals who support the park system and recognize the value of clean parks, amenities, trails, and waterways within our community. We are fortunate to have ongoing partners who contribute not only through donations but also by dedicating their time and effort to help complete projects or park improvements. Additionally, collaborating with local students as part of their curriculum for maintenance and improvements on school property or in

2024 Parks and Natural Resources Accomplishments

General Site Improvements

- Building improvement made at Kiwanis Park shelter building: painting of entire inside and outside of building, new hot water heater added for warm water during warming house operations,
- Parks Staff organized space inside PD garage to hold all ballfield seasonal items (backstop nets, L-screens, hitting hoods), holiday/banner decorations/lights, chemical storage, bike fleet trailer, etc.
- Three ADA fire rings installed at Masonic West River full hook-up sites: 4, 8 & 9
- Bike Fleet Program- fleet was utilized in spring and fall at surrounding Walk!Bike!Fun! curriculum-trained school districts; Dassel/Cokato MS, Litchfield MS, ACGC, Sibley East, Hutchinson HS and MS- New this year Howard Lake/Waverly/Winsted. The addition of 10 larger sized bikes added to the fleet with SHIP funds, along with 7 Strider balance bikes
- Relocated potable water line ran for camper fill up closer to dump station and garbage, new signage, and turf restoration at MWR Campground
- Continued improvements to Historic St. John's Church basement; painted walls, ceiling, clear coated floor, new basement door along with accessible outside railing, cabinets in bathroom, etc.
- New battery-operated weed whips and blowers purchased for maintenance operations
- Contracted restoration of public bronze art sculptures throughout the City of Hutchinson
- Unleashing area at entrance to Dog Park cemented-replacing crushed bitcon surfacing
- Engineered playground safety surfacing delivered to various playground locations
- VMF lighting and grandstand projects
- Commercial gaga ball pit installed at Lions West Park with support from local Lions organization

Athletic Field/Court Maintenance

- Two loads of ag-lime were applied on the ISD#423 baseball and softball fields
- Double batting cage constructed in between HHS Softball fields
- Irrigation project completed on main soccer field north of old ECFE building
- SW court at North Park tennis/pickleball facility restriped, along with selective bad spots repaired on the other three courts
- Infield edging done at all ballfields- including backfilling with aglime material
- Chain link fence installed in outfield at VFW Park with donation from local VFW organization
- Provided weekend field maintenance at five summer baseball/softball tournaments
- 3.5 bulk totes (225 gallons each) or 790 gallons of white field marking paint were applied for activities in 2024: baseball, softball, football, lacrosse, PRCE soccer, etc. Approximately 100 gallons of yellow paint was applied this year for the HHS soccer program

Landscaping

- Improvements made to Library Square north quadrant of park by Hutchinson Leadership Institute; new shrubs/perennials, edge beds, historical stockade rock on NE corner, memorial bench pads repaired
- Retaining wall and patio paver pad and sidewalk added to Kiwanis Park near shelter

- Gold Star Family monument installed at McLeod Veteran's Park
- Park bench memorial pavers installed at Library Square, Eheim and Shady Ridge Parks
- Trail material added with community improvement dollars at AFS Park
- Nature trail sign installed on the east side of Northwoods parking lot noting loop trail through woods

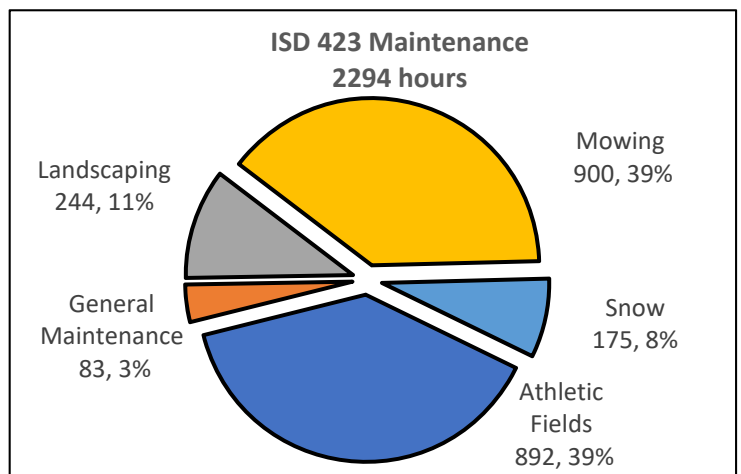
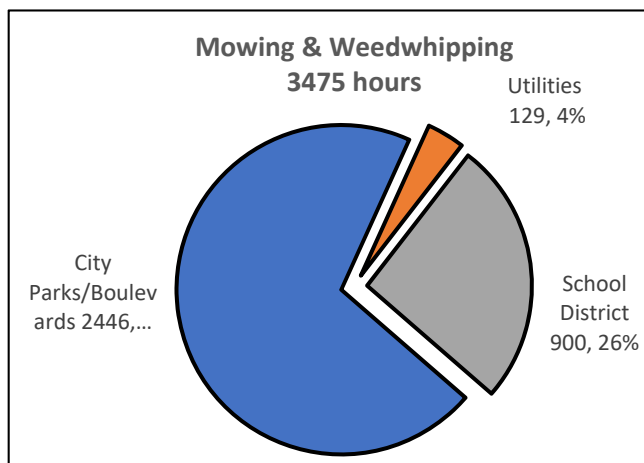
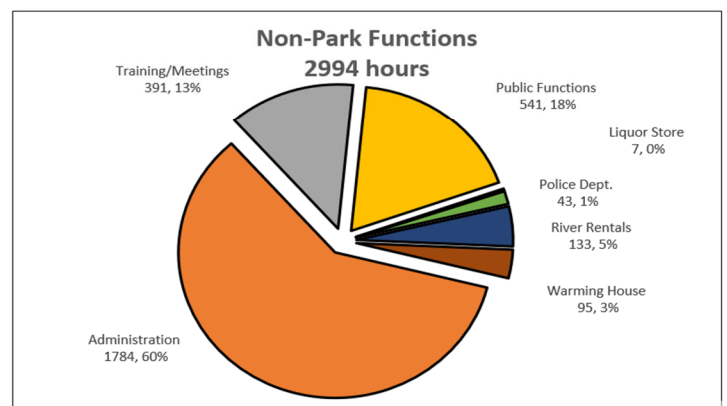
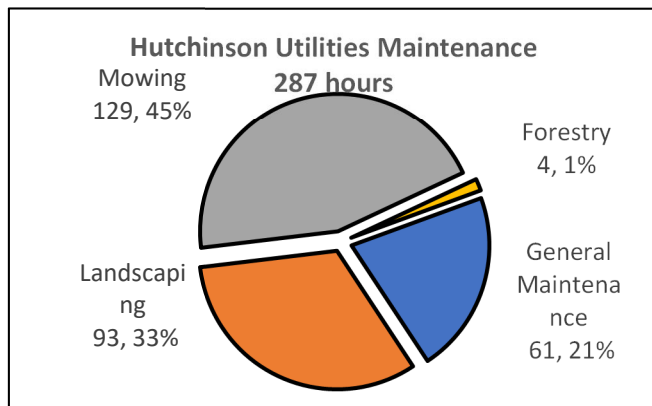
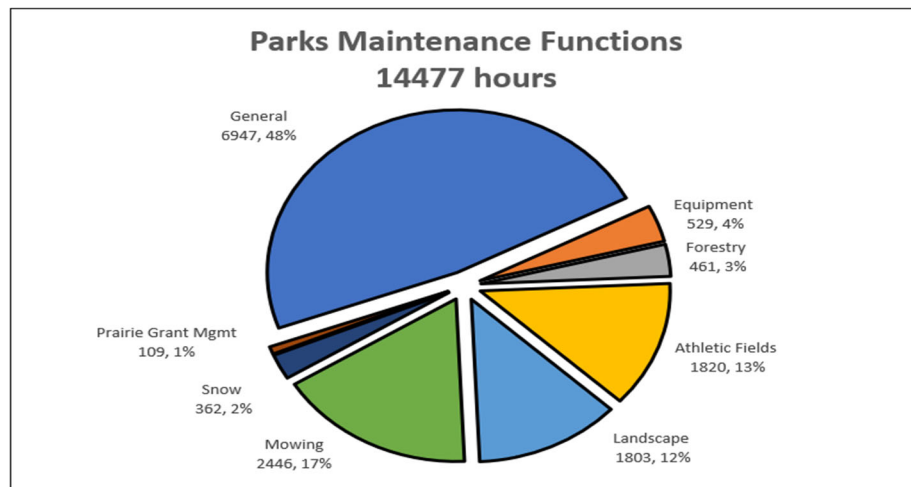
Forestry/Natural Resources

- 71 trees planted in various Parks/School District properties with forestry/park staff, volunteer groups, and Park elementary students
- Tree removals: 155 in various Parks/School District property
- South Park tree removal and plantings with help from Park elementary students (HLI small group) and Citizens Bank volunteers
- Ecology site, mulch added along entire trail from west entrance at Roberts Park to east entrance at School Rd. (HLI small group)
- McLeod County Sentence to Serve (STS) removed invasive sumac at McLeod County Veterans Park, along with riverbank clearing at Oddfellows Park
- Hutchinson Prairie Management Plan implemented with funding from MN DNR Conservation Partners Legacy Grant Program- contractual burns conducted by Red Rock Fire, LLC at East River Park. Goats on the Go were utilized at Roberts, Millerwoods, East River Park and Riverside
- Hutchinson Fire Department conducted native prairie burns at Depot Raingarden and Linden stormwater pond
- Select prairies mowed in fall for invasive weed control after goats grazed earlier in the season: East River, Roberts, Millerwoods, and Riverside Parks

2025 Parks and Natural Resources Goals

- Addition of 3 inclusive bikes to the Community Bike Fleet (Feb)
- IPAD implemented for park maintenance tasks, playground inspections, etc. (March)
- Bike Fix It Station installed at Depot Farmers Market location (April)
- Key pad entry added to Kiwanis and Northwoods enclosed shelters (April)
- Completion of VMF improvements- front entrance gate, landscaping/turf, restroom renovations, umpire space, etc. (May)
- Harrington Merrill Outdoor classroom installation, split rail perimeter fence, tree plantings, paver sidewalk, etc. (May)
- Panels from the traveling Vietnam Wall Memorial exhibit installed at McLeod County Veterans Park (May)
- Roberts Park parking lot sealed coded and new diagonal lines (May)
- Tree plantings in park locations, were ash removal operations, have been intensive- South Park, Library Square, etc. (June)
- Library Square fountain renovation project (June)
- Trail lighting installed along the trail on south side of the Gopher Campfire Sanctuary (June)
- Oddfellows Park new playground installation (July)
- City Center landscape renovation (July)

- ISD#423 irrigation project on football practice fields #1 and soccer field #2 (July)
- JC Women's Club: construction of an accessible trail from the road up to the playground (August)
- Drift Rider Park: metal overlook railing painted and installed (Oct)
- Millerwoods work plan, along with re-establishing park boundaries (Oct)
- Prairie Maintenance plan implementation- prepping and seeding identified areas in the grant, along with additional burns and mowing conducted by city staff (Nov)



Burich Arena

Staff Responsible: Randy Carter, PRCE Facilities Maintenance Manager

In 2024, the city focused on finalizing the construction and remodeling of outdoor facilities. The staff rejuvenated the landscaping around the Burich Arena sign to make maintenance easier. They are currently consulting with the Burich Family Foundation to replace the existing electronic sign with an updated LED version and to install new entrance signs. The new HVAC equipment has been operating efficiently, maintaining the building at a consistent temperature of around 55 degrees.

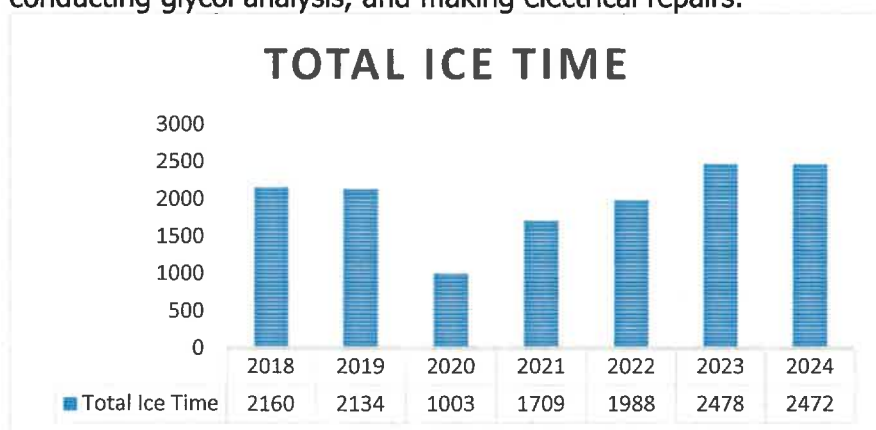


In June, Patrick Benson stepped down from his position to further his career, creating a vacancy that was filled by Tyler Ortloff in October.

The staff has been collaborating with the HHS Boys and Girls Hockey Coaches to remodel both varsity locker rooms. This project received a donation of \$10,000 for each locker room from HHA and additional contributions of approximately \$12,000 from various community businesses and user groups, resulting in a total renovation budget of around \$32,000.

The facilities plan for both Burich Arenas aims to develop a Facility Management Plan that includes a higher level of scheduled maintenance, a cleaner and more desirable environment for activities, and improved safety for all spectators, players, and employees. The staff will assess all aspects of the buildings to optimize space usage, enhance safety for users, and plan routine maintenance while seeking to attract more user groups. Additionally, they are working with existing user groups to upgrade the sound systems in both the East and West Arenas.

In late November, the ice arena's refrigeration system experienced multiple equipment failures, prompting an upgrade of the outdated alarm system. This will involve overhauling two compressors, replacing a glycol pump, and replacing one 50 hp electrical motor. Other necessary repairs include overhauling one compressor, replacing the oil separator filter, conducting glycol analysis, and making electrical repairs.



2024 Burich Arena Accomplishments

- Ice time sold totaled 2,472 hours.
- A new set of NHL regulation dasher boards was installed in the East Rink.
- The East Rink underwent a cleanup, removing old heaters and electrical items to enhance cleanliness.
- Arena staff transitioned to Hillyard cleaning products to help achieve a higher level of cleanliness within the facility.
- New advertising panels were relocated to the north wall instead of the dasher boards.
- Gartner Refrigeration conducted a comprehensive analysis of the refrigeration systems in both arenas.
- Collaborating with the Hutchinson Hockey Association (HHA) to find a better location for the dryland shooting corners.
- Staff is working on improving the functionality of the West Arena dehumidifier by connecting it to the East HVAC control system and the BAC network.
- Continuing to enhance our partnership with the HFSA, as participation numbers remain strong. PRCE offers the Ice Sports Industry (ISI) program for younger skaters, while HFSA provides a competitive program for more experienced skaters. The annual ice show is made possible through the city's support and volunteer assistance from HFSA.
- Working with the Burich family and the Hutchinson Hockey Association on funding for improvements to Burich Arena, including upgrading the sound system. These groups have committed to contributing to future enhancements at the facility.
- Collaborating with all user groups to implement new policies regarding safety practices, building policies, user group contracts, and special event opportunities.
- HHA and city employees welcomed a state inspector to evaluate the condition of both concessions stands in the East and West Rinks to aid in increasing sales.

2025 Burich Arena Goals

- Landscape the perimeter of the West Rink, remove shrubs, and align the appearance with the East Rink.
- Continue to enhance our partnership with HHA, HFSA, and other user groups. Regular meetings will be held to process feedback and improve our Level of Expectations.
- A Facility Asset Sheet and a Key Component Replacement Schedule will be developed.
- Collaborate with the Burich family and the Hutchinson Hockey Association to secure funding for improvements at Burich Arena. These groups have committed to contributing to future enhancements at the facility, and we hope to get assistance in replacing the Burich Arena Marquette Sign.
- Expand our ice season; we will work with our user groups to create a more effective schedule for Open Skate and Hockey sessions. This will include later session times and dedicated periods for scheduled maintenance.
- Secure funding to replace the rubber flooring in the West Rink.
- Painting the interior of the West Arena and completing the internal remodel will be prioritized.
- A new sound system will be installed in both arenas.
- Collaborate with city staff to provide better training in facilities maintenance, including scheduled and routine maintenance, as well as housekeeping.

- We will work with staff to find effective solutions for recruiting more employees during the winter months when ice usage is at its peak.
- Collaborations with multiple companies and contractors will be initiated to establish service contracts and maintain comprehensive records of equipment maintenance.
- Integrate the West dehumidifier with the East Rink BAC controller to facilitate easier maintenance and provide alerts for equipment failures.

Hutchinson Recreation Center/Hutchinson Aquatic Center

Staff Responsible:

Randy Carter, Facilities Maintenance Manager

Casey Hagert, Recreation Manager

Aquatic Center Overview:

The summer of 2024 was an exciting season for the aquatic center and aquatics programming, featuring new team members, updated staff trainings, updated processes, and procedural changes.

2024 Leadership Team

- **Aquatic Center Supervisor:** Tammy Stifter
- **Swim Lesson Supervisor:** Lyndsey Grand
- **Concessions Supervisor:** Erika Smith
- **Head Guards:** Avery Watzke, Madilyn Gehrke, Jack Hartman, Sarah Bassler, Selma Moore, Lexi Fitzwater



New supervisors brought fresh perspectives and new ideas. One key change was shifting swim lesson management from the Aquatic Center Supervisor to the Swim Lesson Supervisor, allowing for better focus and efficiency from both positions while simultaneously improving participant experience.

The head guards assumed expanded leadership roles, actively participating in the planning and implementation of staff trainings, assisting with scheduling, coordinating lifeguard re-certifications, and contributing to policy updates. To establish common goals and expectations, the department hosted a welcome orientation for all staff. Additionally, PRCE partnered with Hutchinson Health and Alina Health to provide first aid and CPR training and to practice implementing emergency action plans.

Aquatic Center Operations

The Aquatic Center was open from June 3 to August 16, with morning lap swim extending to August 23.

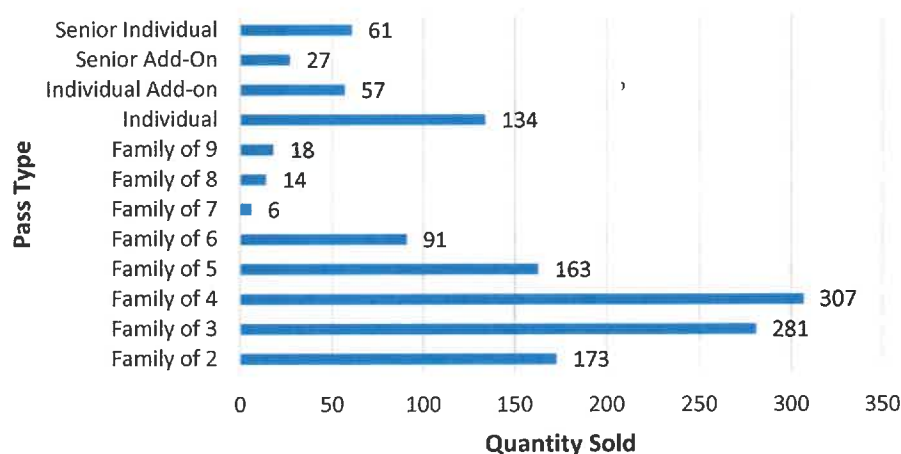
Typical Daily Schedule

- **Lap Swim & Fitness:** 5:30-9am
- **Swim Team & Lessons:** 9:15-11:15am
- **Open Public Swim:** 12:30-7pm
- **Lap Swim & Fitness:** 7:30-9pm

Daily Admissions Sales Report: Summer 2024

Type of Pass	Quantity Sold
\$4 Fitness	472
\$4 Spectator	952
\$5 after 5pm	969
\$6 Group Rate (12 or more)	1010
\$8 Standard Admission	14,240

Aquatic Center Memberships Sold - 2024



Special Events, Rentals & Group Visits

- **Private Rentals:** 25
- **Free Family Swim Nights:** 6 (Sponsored by Hutchinson Health and Common Cup)
- **Total Attendance at Free Swim Nights:** 1,819
- **Group Visits:** 117 groups and an estimated 4,194 swimmers

Facility & Procedural Updates

Several operational changes were implemented:

- **Group Capacity Limit:** A cap of 150 guests per day from large groups was introduced to prevent overcrowding; improving swimmer safety and overall guest experience.
- **Group Orientation:** Visiting groups were required to meet with a head guard before entering and discussed facility rules and received wristbands for identifying zip line and slide eligibility.
- **Zip Line Schedule:** A rotating schedule was introduced to open up additional swimming space during heavy use times and enhance swimmer safety by improving lifeguard scanning ability.
- **Updated Signage:** Signage was redesigned for consistency and clarity.

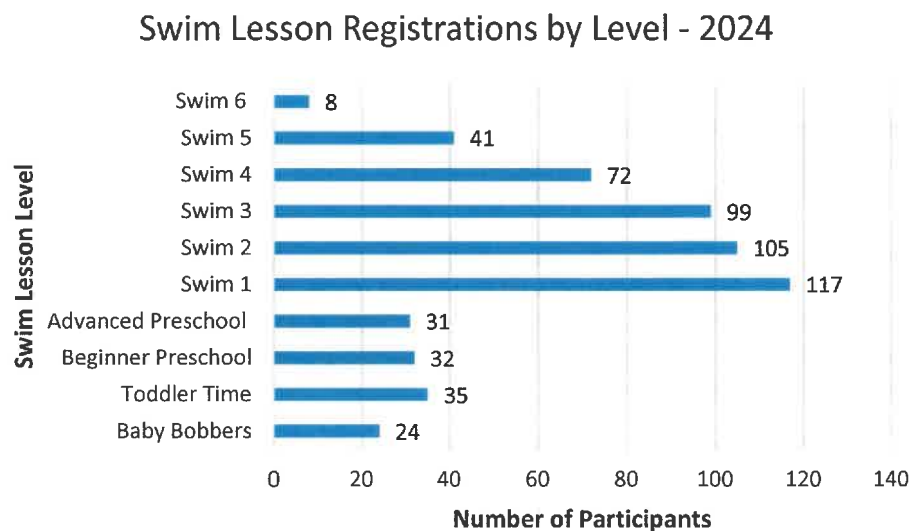
Swim Lesson Program Changes

- **Curriculum Shift:** Transitioned from Red Cross to Mid-Minnesota Aquatics, which introduced smaller class sizes, more instructor interaction, faster progression and greater flexibility in instructor hiring.
- **Staggered Registration:** Sessions A & B opened on April 17, while C & D opened on June 12, allowing families to more accurately register for lessons and provide additional opportunities for registration.



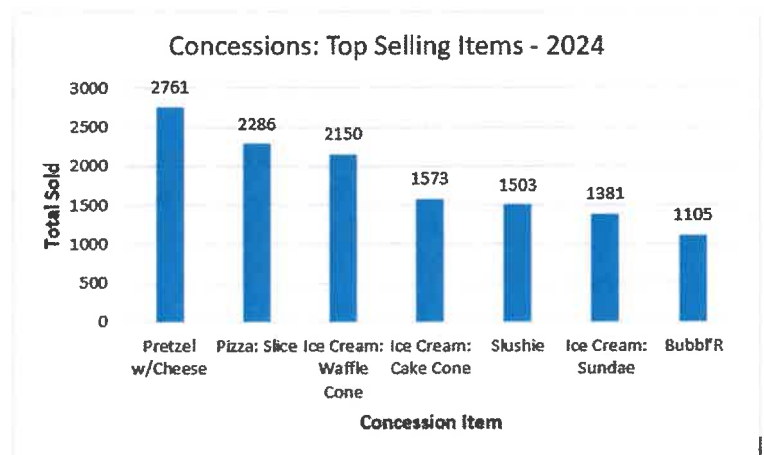
2024 Swim Lesson Participation

Session	Date	# of Participants	Capacity Percentage
A	June 3-13	186	85%
B	June 17-27	170	78%
C	July 8-18	141	65%
D	July 22-Aug. 1	145	67%
Total		642	74%



Concessions Improvements

- **Menu Simplification:** Used 2023 sales data to create a focused menu of high-demand items.
- **Enhanced Training:** Staff received coaching on time management techniques and speed of service.
- **Higher Quality Food:** Invested in better food products and preparation equipment.



2024 Concession Sales

- **Total Items Sold:** 23,294
- **Total Sales:** \$69,741.00

Hutchinson Recreation Center Overview

The recreation center continues to promote healthy lifestyles and community engagement through various programs and community partnerships:

Programs Offered:

- Open Pickleball
- Walking
- Indoor Playground
- Open Soccer
- Open Gym
- Adult Leagues
- Youth Programming

Private Rentals & Community Groups:

- Birthday parties, tournaments, and special events
- Middle school sports and youth athletic associations

Pickleball remains one of the most popular programs, with 2,432 participants recorded in the 2024 season. A new season pass has been introduced to reduce costs; making pickleball more accessible to the community. Recent equipment investment; including high-end nets for Park Elementary, a paddle rotation cart, balls, and a ball cart; have further improved the player experience, reflecting a strong commitment to quality and engagement.

The indoor playground program saw significant improvements, thanks to a grant from the Hutchinson Health Foundation. This funding allowed for the purchase of new play equipment designed to enhance the overall experience for children and families. Among the additions were 'Big Blue Blocks,' which encourage social interaction, develop soft skills, and promote gross motor skill development. Additionally, commercial-grade riding toys were acquired to replace broken and outdated equipment, ensuring a safe and engaging play environment.

In addition to its internal programs, the Rec Center Gymnasium actively supports the community by hosting various groups, including middle school sports teams and youth athletic associations such as JO Volleyball. During the school year, the facility serves as home to several middle school sports—girls' volleyball, girls' basketball, boys' basketball, and softball—hosting daily practices and numerous games. Youth associations also make extensive use of the gymnasium, scheduling practices and tournaments throughout the year.



Hutchinson Recreation Center/Hutchinson Aquatic Center 2024 Accomplishments

- Revamped online public calendar
- Expanded scheduled opportunities for public gym access
- Implemented new aquatic center policies for improved safety
- Transitioned to a new swim lesson curriculum
- Improved swim lesson registration process
- Implementation of online scheduling software for all positions and seasonal team members

Hutchinson Recreation Center/Hutchinson Aquatic Center 2025 Goals

- Hire a full-time programmer specializing in aquatics
- Certify an in-house Lifeguard Instructor to facilitate year-round certification courses
- Explore options for school-year swim lessons
- Revamp private pool party rental process for better scheduling and consistency
- Continue developing head guard roles to encourage leadership and accountability
- Further improve efficiency in concessions
- Cross-train staff to enhance teamwork and flexibility
- Enhance data tracking for employee scheduling, group visits, and facility attendance



Recreational Programming

Staff Responsible: Casey Hagert, Recreation Manager

PRCE offers a variety of programs for all age groups while also working with and supporting community organizations to meet the needs of the community.

Youth Programs

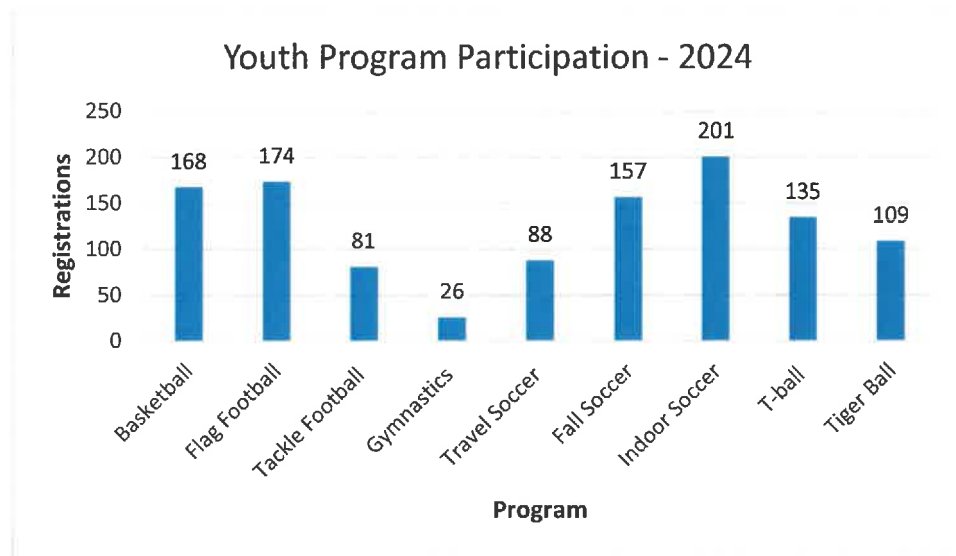
PRCE is a primary provider of programming for elementary-aged children, promoting physical activity and exploration in a low-stress, low-commitment, and cost-friendly atmosphere. Many of the PRCE programs have been a part of the community for years, including basketball, flag and tackle football, soccer, baseball, and more.

In 2024, PRCE focused on minor adjustments based on feedback and observations rather than drastic changes to improve program opportunities and participant experience. One adjustment included modifying the length and time for certain programs.



- **T-ball:** The program length was slightly reduced to better align with participants' attention spans, aiming to maintain engagement and ensure a positive experience.
- **Flag Football:** Multiple age groups were previously scheduled in 1.5-hour blocks with a 30-minute overlap between groups, causing congestion and parking issues. Adjustments reduced congestion and improved safety while aligning program length with age-group attention spans.

In addition to youth league style programming, PRCE oversees lesson-based opportunities such as tennis and skate lessons and manages the youth fastpitch program, coordinating teams from 8U through high school.



Sponsorships

A key component of youth programming is the PRCE sponsorship program, which underwent a major overhaul in 2024. Previously, sponsorships were assumed, and sponsors were invoiced at year-end. In 2024, sponsors were required to opt in and specify their sponsorship commitments.

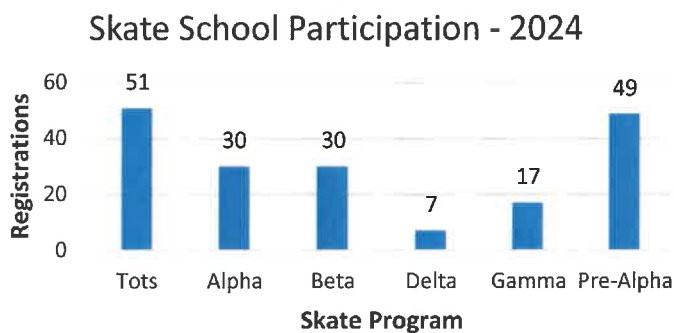
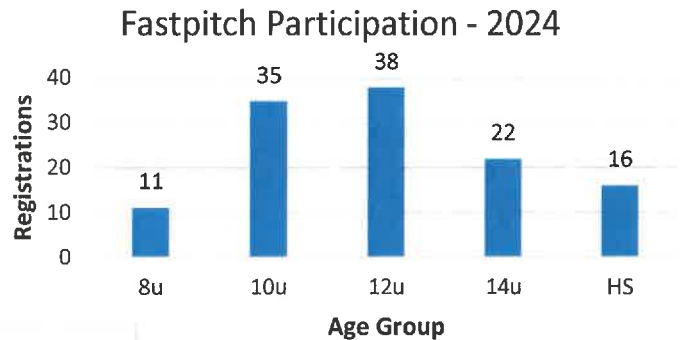
- **Outcome:** A decline in overall teams sponsored from 122 in 2023 to 95 in 2024. However, the new process improved PRCE's accountability and strengthened community partnerships.

Tournaments

Local organizations utilize PRCE facilities to host tournaments such as baseball, basketball and volleyball. PRCE not only hosts tournaments but also plans and runs multiple inhouse and league tournaments.

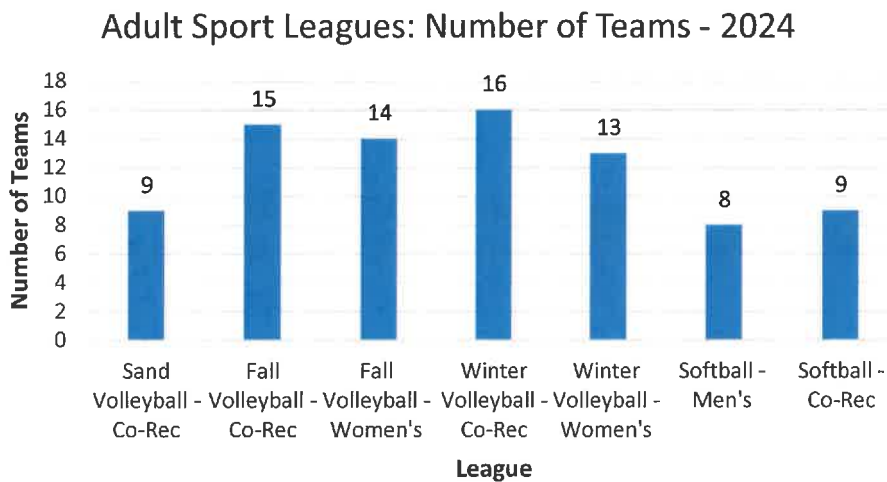
- **44th Annual Hutchinson Fastpitch Tournament 10U & 12U** – June 15
- **44th Annual Hutchinson Fastpitch Tournament 14U & High School** – June 22
- **Crow River Baseball League Tournament 12A** – July 12-14
- **Crow River Softball League Tournament 12U** – July 27

Early-season weather impacted June tournaments, causing one to be canceled midway and another to be fully canceled.



Adult Leagues

PRCE provides recreational opportunities for all age groups. In 2024, offerings included men's and co-rec summer softball leagues, sand volleyball leagues, and fall and winter volleyball leagues.



Partnerships

PRCE plays a vital role in supporting community organizations by assisting with registrations, co-managing programs, as well as providing, maintaining and scheduling fields and facilities.

Facility & Field Scheduling

Scheduling fields and facilities is a key PRCE responsibility. Due to high demand and accessibility, field scheduling is complex and time-intensive.

- PRCE establishes which fields are best suited for different activities and age groups.
- Internal programs are scheduled first, followed by coordination with user groups such as VFW Baseball, Hutchinson Junior League Baseball, and Crow River Athletics.
- Baseball and softball games are scheduled through Crow River Athletics, and individual coaches schedule practices through PRCE.
- The master field schedule is updated accordingly, aiding the Parks Department in maintenance and setup.

Efficient scheduling reduces conflicts, enhances user experience, and ensures effective maintenance.

		Field Schedule																	
Day	Date	Roberts Park Holtz-Rossy (1)	Roberts Park Country Club (2)	Roberts Park O'Brien Run (3)	Roberts Park Holtz-Rossy (4)	Hedrick (5)	Clinton St (6)	Wendover (7)	Garfield (8)	Northwood North (9)	Northwood South (10)	WHS (11)	N. A. (12)	Woods (13)	Woods (14)	Woods (15)	Woods (16)	Woods (17)	Woods (18)
Saturday	6/1/2024																		
Sunday	6/2/2024																		
Monday	6/3/2024																		
Tuesday	6/4/2024																		
Wednesday	6/5/2024																		
Thursday	6/6/2024																		
Friday	6/7/2024																		
Saturday	6/8/2024																		
Sunday	6/9/2024																		
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Tuesday	6/25/2024																		
Wednesday	6/26/2024																		
Thursday	6/27/2024																		
Friday	6/28/2024																		
Saturday	6/29/2024																		
Sunday	6/30/2024																		

*Example of the June field maintenance schedule

2024 Recreational Programming Accomplishments

- Adjusted programs to better align formats with participant age groups
- Developed partnership contracts & agreements
- Overhauled the sponsorship program
- Improved communication and processes with maintenance team members

2025 Recreational Programming Goals

- Continue refining the sponsorship program
- Renew facility and field sponsorship agreements

- Improve data tracking
- Gather public feedback on programming
- Continue to develop and implement policies & procedures to improve services
- Continue efforts to improve concession stand operations
- Implement an equipment replacement program



Hutchinson Event Center/ Hutchinson Senior Center
Staff Responsible: Jennifer Behrendt, Senior Center/ Event Center Programmer

The Hutchinson Event Center continues to operate in a modified fashion, meaning all rentals are to be held Monday-Friday between the hours of 9:00 am- 3:00 pm. Throughout 2024, there were 155 requests to use the rental space. The Event Center was a host location for 56 events this past year, including 35 business events, 18 city events, and 3 private rentals, all of which were funerals. Even with a limited number of rentals, the Event Center had roughly 10,420 people through the doors. River of Hope continues to lease space from the City of Hutchinson for its worship services. Church meets at the Event Center every Sunday and many times throughout the week for various activities such as confirmation, bible studies, meetings, etc.



The Senior Center remains a welcoming gathering place for area seniors. The center did see an increase in attendance in 2024; around 13,498 seniors were through the door compared to 12,531 in 2023.



The Knot Just Knitters group hosts a knitting project every year to give back to the community. Over 100 handmade/knitted scarves and hats were donated. All items were then distributed to the McLeod County Food Shelf to give to those in need.

Sr. Programmer, along with 2 fellow seniors, held 5 decorative plate-making classes, a tart tin class, beginner tree macramé, and a "make and take" tree project. Combined, 33 individuals attended these activities. These classes brought in new seniors

who do not frequent the Center otherwise.

Several speakers from different locations were brought in to present on many educational topics. Presentations included mental health, fraud, hospice care, health care directives, finding balance, A.I., technology basics, and more. The A.I. and technology classes had large attendance. Classes were very informative, and seniors seemed to enjoy them when these resources were available to them. Roughly 90 patrons attended these classes combined.

The center offered three new activities in 2024: crafts & coloring, cribbage, and an embroidery group. Crafts & Coloring had a slow start and eventually phased itself out, while cribbage and the embroidery group remain strong and well attended. The River walking/Lazy River, held at the Aquatic Center, was advertised in our monthly Senior Newsletter; 15 seniors took advantage. The center handed out a one-day free pool pass for fitness time during the months the pool was open. Ping pong has a solid group that shows up 1-3 times a week. This is a unique group as it is not only seniors who participate. It is one of the few intergenerational activities. Our kayaking group remains strong with participation numbers, usually doing 2-3 outings a month, from May to September. A handful of outings were canceled due to the extreme heat this summer; 110 attended throughout the summer gatherings.



The Senior Center Programmer and tour coordinator volunteer were unable to attend any tour expos due to scheduling conflicts in 2024. The expos are held two times a year and are very resourceful in finding new ideas for our tour program. Our tour program is well-received and most tours sell out at a max of 45 participants. The tour program generated \$2,529.60 for 2024. This was due in part to the tour coordinator underestimating the number of patrons signing up.

The Card Making Club meets every Tuesday at 9:15 am. They recycle old, donated greeting cards into new ones and sell them for \$0.60 each. This is a fundraiser for the Senior Center. In 2024, they brought in \$778.80 (1,215 cards).



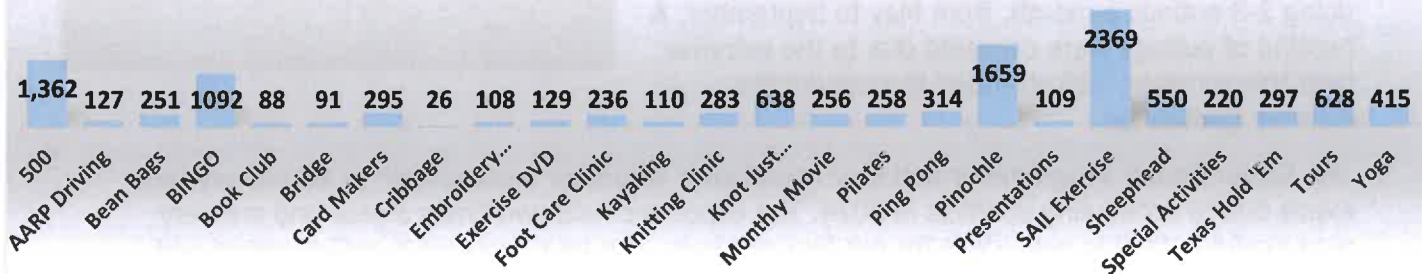
The Center held its 4th Annual Book & Puzzle Sale on August 26 & 27. This is a fundraiser that was started 4 years ago and continues to be very successful. All books and puzzles are donated. It takes about one week to set up for the two-day sale; this includes taping all puzzle boxes shut, pricing, and organizing all items. All books are \$0.25, and puzzles

range from \$0.25- \$1.00. In 2024, the Book & Puzzle sale brought in \$1,487.00 for the Senior Center.

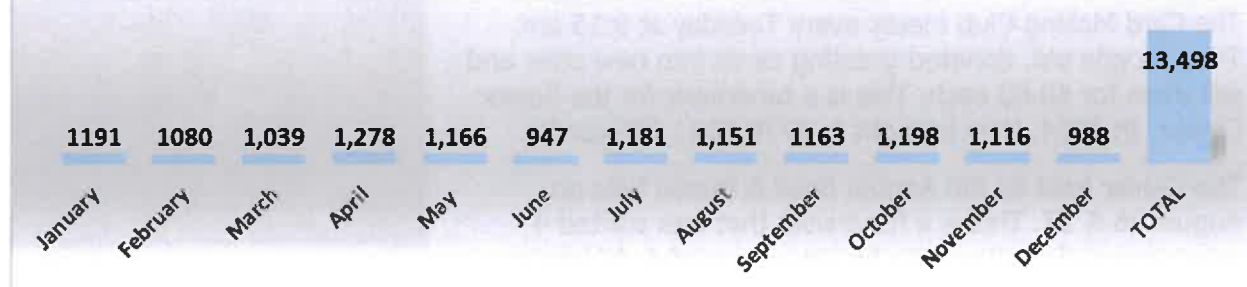
2024 Hutchinson Event Center/ Senior Center Accomplishments

- The Event Center was a host location for 56 events, including 35 business and 18 city events, and 3 private events; 4 events were canceled.
- Roughly 10,420 people went through the Event Center for rentals.
- The Senior Center had roughly 13,498 participants in 2024.
- The knitting project was completed. The project brought in over 100 items that were donated to the McLeod County Food Shelf.
- Two new activities were established: cribbage and embroidery. Both are well attended.
- Held 8 different "make & take" classes; 33 people participated in these classes.
- 10 different speakers were in to hold informational classes for seniors. Talks included mental health, legal aid, fraud, hospice and home care, health care directives, finding balance, Medicare, AI, and technology.
- The Senior Center held its fourth annual Book and Puzzle Sale in August. The sale profited \$1,487.00.
- River Walking/ Lazy River was advertised for seniors at a discount. 15 participants took advantage of this.
- The Senior Center raised \$778.80 in card sales (1,298 cards), and \$73.00 in miscellaneous. knitted items.

Senior Activity Participation for 2024



Seniors per Month in 2024



2025 Hutchinson Event Center/Senior Center Goals

- Accommodate as many Event Center rentals as possible with limited staffing.
- Continue to use social media to promote Senior Programming.
- Continue to look at establishing new activities, as space allows.
- Recruit more educational speakers for seniors.
- Continue to keep Seniors updated on the future of the Senior Center via the Senior Newsletter.
- Hold Annual Book and Puzzle Sale.

Type of Event	Number of Events
Business Events	35
City Events	18
Private	3
TOTAL Event Rentals	56
Total Number of Rental Requests	155



Hutchinson Public Schools ISD 423 Community Education

Staff Responsible: Sharon Armstrong, Community Education Program Coordinator (retired May 2024)

Amy Scheele, Community Education Program Coordinator (hired July 2024)

Data for the 2023-2024 Fiscal Year

ISD 423 Community Education Accomplishments and Highlights:

- **Winter-Spring 2024:** Season length - January, February, March, April and May. Community Education offered 80 activities, 3 new, with a total of 2,218 participants. Total includes attendance at open swim and lap swim.

- **Summer 2024:** Season length - June, July and August. Community Education offered 57 camps and classes, 2 new, with a total of 1,218 participants
- **Fall 2023:** Season length – October, November and December. Community Education offered 64 activities, 3 new, with a total of 1,272 participants. Total includes lap swim
- **Summary:** The numbers for 2024: 201 Activities and camps offered with 4,708 participants



Hutchinson Community Education provides lifelong learning experiences for people of all ages, abilities, and cultures through programs and services. Classes are creatively designed and generated from interests and trends. Instructors and coaches offer activities in which they have knowledge, experience, or a skill creating a positive impact in our community with an opportunity to grow as individuals. Community Education is located in the Recreation Center and activities are held at Hutchinson Public Schools, Recreation Center, park shelters, and local businesses.

Sharon Armstrong retired on May 30, 2024 after 36 years of service. Amy Scheele accepted the position in July 2024. Amy was working in the accounting department in the District Office. Amy split her work time between the business office and Community Ed until November to allow for hiring and training her replacement. Sharon was hired on temporarily to train Amy in the Community Education and Facilities Rentals position.



Participation in activities is steady and strong! People are registering upon receiving the new brochures but we still see some register closer to the start date of an activity. Communication with instructors continues to flow back and forth to assist in making decisions regarding holding or canceling their activity, requesting additional social media advertisements, and in some cases, direct email to past participants. Online activities continue to grow in popularity and instructors can host multiple schools with combined registrations. In-person activities are still a favorite for providing wonderful, hands-on opportunities. Monthly newsletters are emailed to all families in the school district through Campus Messenger, posted on several Facebook sites, posted on the [ISD423.org/Community Ed](https://www.isd423.org/CommunityEd) page, and on the bulletin board in the rec center. We are searching for new CE instructors through Facebook posts, Tiger Tidbits newsletter sent out to school employees, and Wanted posters.

Several pairs of snow shoes were purchased for rentals and a snow shoe class. Still hoping for snow to use them.

Community Education is required to submit an annual report to the Minnesota Department of Education (MDE) from school districts having a community education levy. Report period is July 1 to June 30. This report is available to view at the Community Education office.

CIVICREC Hutchinson PRCE

PRCE continued using CivicRec for registrations. The program is fairly user friendly. We worked on creating more top-level categories for the activities to clean up the system. There are a lot of random activities that make finding items more difficult as more are created. This is a work in process.

Community Education is required to submit an annual report to the Minnesota Department of Education (MDE) from school districts having a community education levy. The report period is July 1 to June 30. This report is available to view at the Community Education office.

School Facility Rentals and Usage



**HUTCHINSON PUBLIC
SCHOOLS**



Community Education coordinates rentals and facility use for Hutchinson Public Schools. This started as a minimal hand-written task and transformed into a detailed online system. Through the years, school renovations changed inside - classrooms were renumbered or demolished, a new school was built, and outdoor fields and parking lots, all these changes are updated in rSchool Today, setting up the layout in location and availability for each room in each building. This type of maintenance in the online system, rSchool Today, is necessary to ensure the system is working efficiently and locations are current. Another type of maintenance in rSchool Today is setting up notable days from the school-approved academic calendar, first/last day of school, non-school days, workshop days, conference days, holidays, scheduled late start/early out days, and which days are reservable and which ones are non-reservable holidays. Noting these days helps staff and customers to easily identify what may be happening



within the school buildings as they are creating their reservations from July 1 to June 30 and whether or not it affects a reservation. Staff are asked to enter their reservations for the upcoming school year by June 30 and rentals for public open around July 15 each year.

The chart below shows the number of rooms within each building:

	BUILDING/LOCATION	# ROOM WITHIN
1	High School	81
2	Middle School	59
3	Park Elementary	30
4	West Elementary	31

5	Tiger Elementary	66
6	Parking Lot	8
7	Field - Outdoor School Campus	23
8	Field - Northwoods	2
9	Field - Roberts Park	4
10	Field - Veteran's Memorial	1
11	Recreation Center	5
	TOTAL	310

Facility Use by Building

Building	Groups	Permits	Est. # of Participants
High School	29	323	66,622
Middle School	32	223	139,981
Park Elementary	18	62	20,375
Tiger Elementary	12	79	26,733
West Elementary	6	52	39,916
Fields-Outdoor Campus	11	103	6,625
Parking Lot	6	6	3020
TOTALS	108	842	300,252

Breakdown of reservation permits: ISD 423 staff (29) submitted 598 permits, Community Education submitted 76 permits, Rental Customers (26) submitted 155 permits, and Personnel Charges Only customers (2) submitted 18 permits. In summary, Hutchinson Public Schools' primary use is for school-related items.

Upcoming Facility Happenings

Submitted by Justin TenEyck

In 2024, the District, in collaboration with the Parks crew, completed several significant upgrades to local facilities. New batting cages were installed between the softball fields, improving athletes' amenities. Additionally, sprinklers were installed on the main practice soccer field as part of the joint three-year maintenance plan between the school district and PRCE.



At Hutchinson Middle School, a new sound system was installed in the gym, along with a projector and screen to enhance functionality for events and activities. The failing dividing wall was also replaced with a roll-up curtain divider for improved flexibility and usability.

Looking ahead, the District is currently seeking estimates for an outdoor sprinkler system, focusing on the soccer and football fields. As part of the ongoing three-year maintenance plan, the District and PRCE are in the second year of addressing costs, budgets, and routine maintenance for all district fields, ensuring long-term sustainability and optimal performance.

Middle School Activities (CE Fund Since 2003)

Submitted by William Tschida

Middle School Activities opportunities are offered to students in grades 6, 7, and 8. They are under the Community Education funding umbrella and managed by the Activities Director at Hutchinson High School.

Middle School Participation Numbers:

- Fall 2023 season: Eight activities were offered with 201 participants.
- Winter 2024: Four activities were offered with 103 participants.
- Spring 2024: Five activities offered with 196 participants.
- All Season Activities: Four activities with 55 participants
- Three fall activities ran as a 9-12 program.

6th Grade Participation Numbers:

Fall 2023 season: Four activities were offered with 33 participants.

Hutchinson Adult Basic Education

Submitted by Shari Brunes



Hutchinson Adult Education is located at Ridgewater College in room 145. Our mission is to provide adults aged 17+ with educational opportunities to acquire and improve literacy skills. Licensed teachers are in the room to meet the needs of learners four days a week. Our schedule includes both daytime and evening hours and provides a total of 25 in-person instructional hours weekly for students. Additional hours are available for students who want to work remotely. Programming is offered twelve

months a year.

The Hutchinson Adult Education site is co-located with Ridgewater College and the CareerForce Center. Because of this, we have been able to develop programs to assist learners with academic skills, employment preparation, obtaining certifications, and college readiness goals.

We continue to build on relationships with groups in the community including the public library, employers, and community organizations. Adult Education is a valuable component of Hutchinson's Community Education program, meeting the needs of many individuals from the surrounding area by making them better family members, employees, and citizens.

Adult Basic Education 2023-2024

For the 2023-2024 state academic year (May 1, 2023, to April 30, 2024), 214 students attended for a total of 4,355.25 contact hours. Students who attend 12 or more hours are considered participants. Hutchinson Adult Education had 87 participants for the year. The average student attended for 20.25 hours.

Working with our Regional Transitions Coordinator, we have designed and delivered online career pathway courses with other Adult Education programs in Southwest Minnesota. We have received Transitions grant funding to offer courses in Paraprofessional Training, Child Development, Professional Leadership, and Google Computer Skills. We also launched an online

GED Bootcamp course in the evenings. Statewide courses in Commercial Driver's License Prep, TEAS Nursing Prep, and Microsoft Certifications were also available. These courses are offered at no cost to adults throughout Minnesota. Hours for attendance in these courses are not counted locally, but they are counted at the consortium level for Glacial Lakes ABE.



Locally, Glacial Lakes Adult Education worked with CMJTS and Weaving Cultures to offer a Community Interpreter training course and certification testing for students in the spring of 2024. Seventeen students completed this course, and 100% passed their testing for certification. We plan to offer this course again in 2024-2025.

Regional Online English Language classes are offered

three evenings per week. There are 5 different levels to meet the needs of all English language learners. These classes are very popular and are often full.

Learners participated in a variety of programming including classroom hours, distance (online) learning, basic computer classes, grant-sponsored classes, and collaborative classes with the college and CareerForce.

Students continue to take and pass GED tests. 27 Hutchinson Adult Education students earned a GED Diploma. The State of Minnesota has a legislative appropriation this year that provides one free test in each subject area. Our local Free GED Testing Fund, in partnership with the Ridgewater College Foundation, is being used to provide free GED Ready practice tests and additional financial support to students who study in our program for 12+ hours.

Our GED student, 81+ year old Sam Flom, gained even more statewide attention last year by achieving his goal of earning his Adult Diploma. Corin Hoggard from FOX 9 news came out to cover Sam's story and our Graduation Celebration. Amy Klobuchar delivered our commencement address via video. It was an extra special event for our community.



ABE Staffing

Shari Bruner manages the Hutchinson Adult Education program. Ann Trochlil serves as the Glacial Lakes Adult Education Consortium Program Manager. The Hutchinson teaching staff currently includes Joyce Evenski, Mary Horrocks, Barb Haugen, Jean Abrahamson, Laura Cullip, and Lee Nelson.

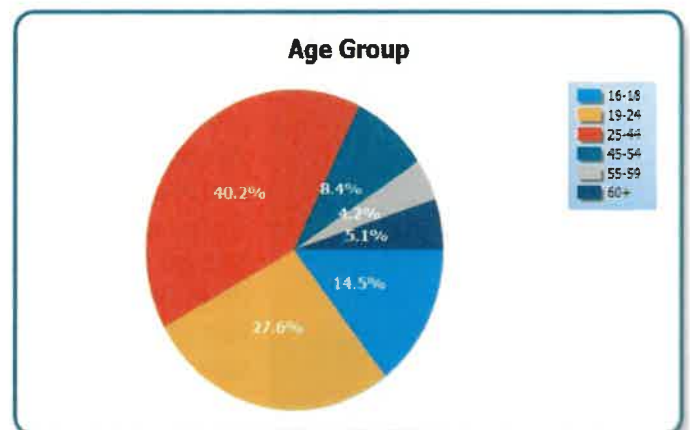
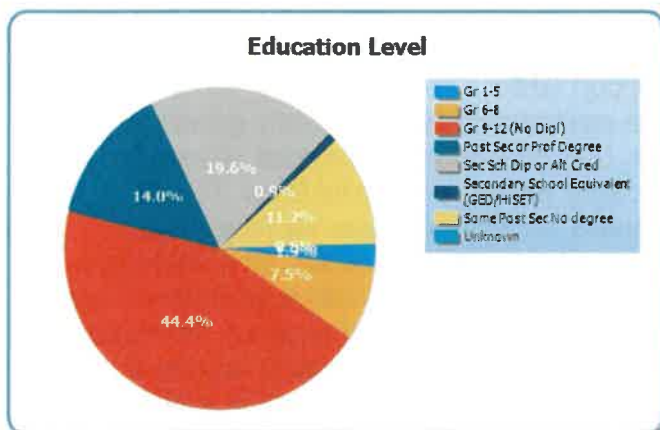


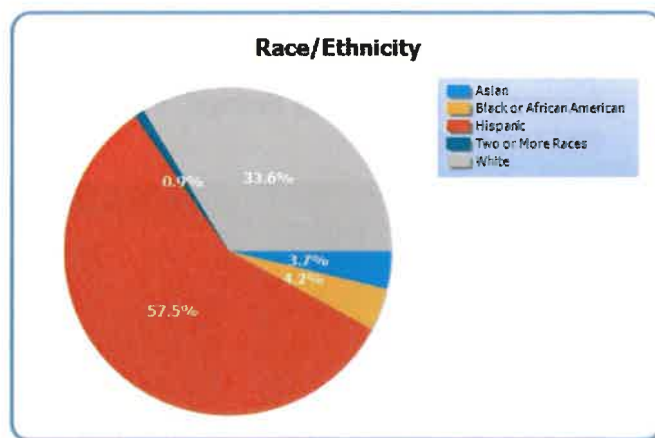
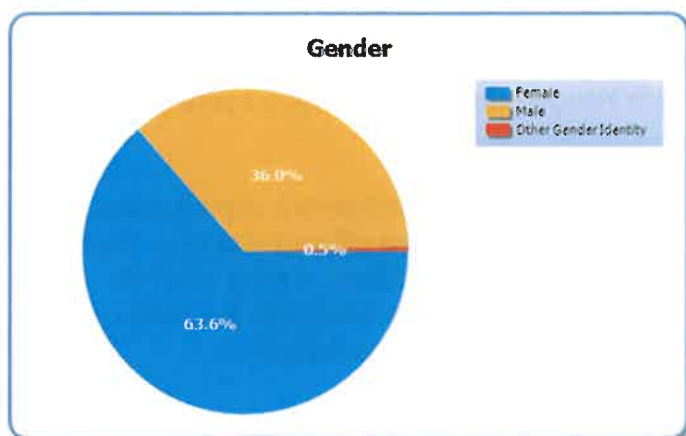
Most professional development opportunities for staff continue to be offered remotely. Staff attended Summer Institute, Spring and Fall Regional trainings, the Language & Literacy Conference, and many webinars.

ABE Data Summary Information

Hutchinson Adult Basic Education 2023-24 Information		Notes
Total Enrollees	214	201 in 2022-2023
Total Hours	4,355.25	This is a 21% decrease from the previous year
Total Participants	87	Students who attend 12+ hours are considered participants. 101 in 2022-2023
Total GED Earners	30	18 GED earners in 2021-2022

Hutchinson Adult Education Program Summary 5/1/2023-4/30/2024





Early Childhood Family Education

Submitted by Mary Myers-Reinarts

Data for January-December 2024

Early Childhood Family Education (ECFE) offers a variety of class options for families with young children. We run during the Hutchinson Public School District's academic school year, with a six-week summer session in Summer 2024. Sibling care is available for most classes upon request. A sliding fee scale and scholarships support and encourage families of all income levels to participate in our classes. NO family is ever turned away due to inability to pay.



**EARLY CHILDHOOD
FAMILY EDUCATION**

ECFE classes include separating and non-separating classes, parent-only classes, family events, and special one-time classes. Offerings this year included parent-child classes that ran for 6 to 16 weeks per session, special one-time events, and an ongoing open playtime class. We did not hold any parent-only classes but, with the aid of a grant through the Southwest Initiative Foundation, were able to offer a multilingual class offering for families with children ages three years through grade three. Summer classes were offered for Summer 2024, and all classes were filled.



ECFE recognizes and supports parents/guardians as a child's first and most significant teacher. Our mission is to strengthen each family unit through education and support while providing the best possible environment for the healthy growth and development of their child. Our 2024 offerings included classes for specific age levels such as Busy Babies, Wonderful Ones, Terrific Twos, and Playful Preschoolers, as well as classes for mixed age groups such as Ones & Twos, Family Times, Toddler Time, and Open Play. Our morning Busy Babies classes had consistent attendance, but late afternoon baby class offerings were not well received. We have learned that parents with new babies are most likely to register a week or two before the class start date. Class registration is left open

throughout the session to accommodate families as babies are born. All baby classes are offered at no cost.

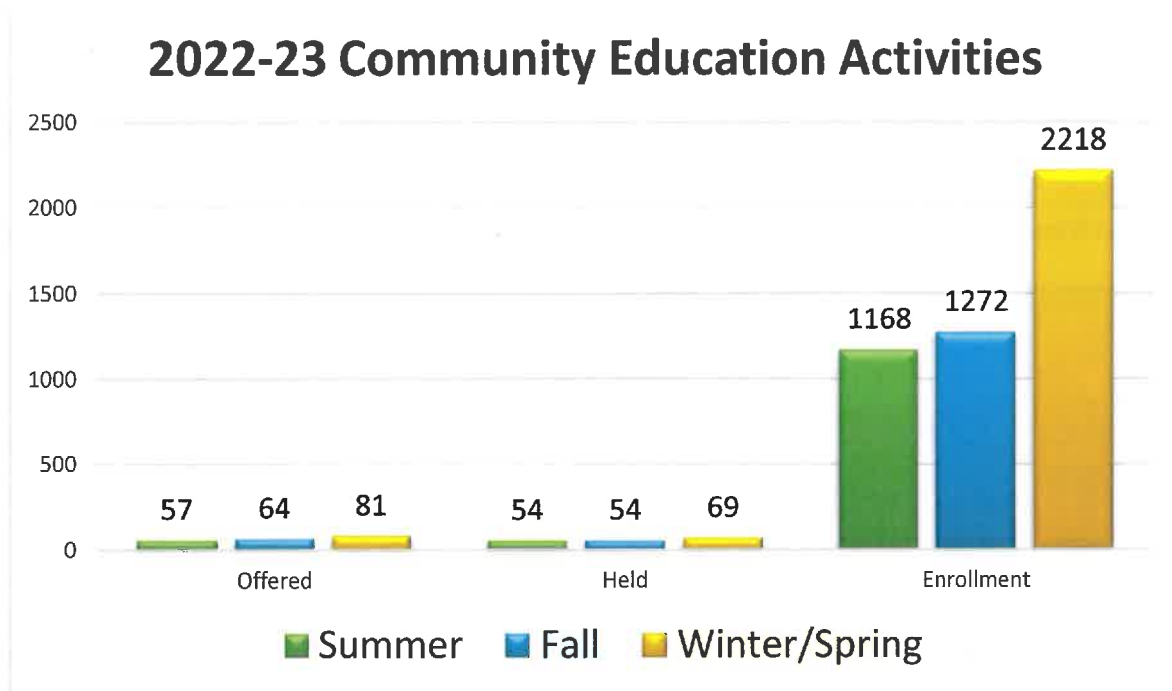
As an outreach to families with new babies, we welcome new babies with a postcard offering a free baby class and a baby bag that includes a "Future Tiger" t-shirt, a hardcover children's board book, and assorted pamphlets/gifts from community agencies. Parents are invited to attend a free class with their new baby and to pick up a free baby bag from the Early Learning office.



Our ECFE sliding fee scale keeps all classes under \$100 for the full cost of the class. Families have continued to respond favorably to this. We offer three payment tiers: full, half, and free. Families continue to appreciate the ability to choose their rate at the time of registration, even if choosing the \$0 rate, and have been very responsive and respectful of this process.

In January 2024 we held a very successful Jammin' in Your Jammies dance/pizza party family event. Over 225 people attended. In April of 2024, we held a successful Week of the Young Child celebration. Topsy Turvy Tuesday was a big hit. Families built structures using large boxes, navigated obstacle courses in the gym, and then created art projects and shared a snack in the cafeteria. This was a free event, with an option for families to make a free-will donation. Parent feedback indicated that they would like more of these events in the future. We also held two specialty classes in September and December of 2024, Fall Fun and Polar Pals, offering an AM and PM session of each. The AM sessions for both classes did not run due to insufficient registration.

2024 was a very successful year for Hutchinson ECFE. Along with classes, we have a robust Parent Advisory Committee that meets on the first Tuesday evening of each month. Input from the members has been very helpful in enhancing programming and the members are committed volunteers at our special events.



2024-2025 Community Education Goals

- Manage, organize, and develop activities throughout the year for multiple age levels, current trends, and interests to better serve customers and anticipate needs
- Network and collaborate with people in businesses or as an individual for community education programming
- Organize at least one new activity per brochure targeting community needs
- Attend Minnesota Community Education Association (MCEA) Conferences, Leadership Days, training, and classes correlating to Community Education operations
- Continue to participate in networking platforms with MCEA groups, sharing programming ideas, information, tips, and facility-use information
- Continue ongoing communication with instructors from the idea stage to the actual date of their activity and final payout
- Organize and maintain rSchool Today, Hutchinson Public Schools online reservation system
- Offer Free Open Swim – applied and received a grant from Hutchinson Health to offer Open Swim free Winter 2025. Grant received for all dates.
- Create and submit a monthly newsletter of upcoming classes

2024-2025 Adult Basic Education Goals

- Reach out to learners in the community in need of Adult Education services; ongoing
- Pretest and posttest to successfully meet national targets of 36.7% of students achieving a measurable skill gain
- Collaborate with Southwest Minnesota programs to develop an online GED Bootcamp course (ongoing)
- Develop grants with partners to assist students as they explore career pathways; ongoing
- Provide distance learning (online) opportunities using state-approved platforms; ongoing

- Offer a local, online course and certification testing for Community Interpreter
- Maintain our Google site at www.hutchadulthood.com
- Offer digital literacy classes for CareerForce clients to empower them in their job search and increase employability; ongoing
- Collaborate with Ridgewater and CMJTS to offer adult training and certifications

2024-2025 Early Childhood Family Education Goals

- Maintain ongoing quality in our ECFE programming
- Continue collaborative efforts with other local community agencies and businesses
- Continue ongoing assessments of our programming
- Continue to evaluate and update parent and child class curriculum
- Build collaborations with local preschools, daycares, and in-home daycare providers
- Continue registration collaboration with PRCE to streamline the process for our families
- Distribution of our Early Childhood Screening postcard to families
- Continue our marketing efforts through our ECFE trifold and Facebook page
- Continue to evaluate current class trends through participant surveys and discussions within our collaborative groups and adjust class offerings as needed
- Continue to look for grant opportunities that would allow us to offer family literacy-based classes and experiences
- Continue to keep ECFE offerings affordable
- Build participation in baby classes
- Recruit new staff for teaching vacancies

Planning/Building/Zoning Department

Primary Services

Under the direction of the Planning Director, this department provides long range planning services and reviews land use plans for consistency with the city plans. It also regulates properties to ensure general health, safety, and welfare standards for the community. In addition, it offers services that provide minimum standards to safeguard life or limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location and maintenance of all buildings within this jurisdiction.

Overall Functions include:

- Comprehensive Planning
- Redevelopment Planning
- Zoning and Subdivision Administration
- Administration of State Building Code
- Building Permit Issuance and Reporting
- Plan Review
- Commercial and Residential Building Inspections
- Zoning and Property Maintenance Enforcement
- Coordination of City Rental Inspection Program
- Education

2024 Accomplishments

- Permitted over \$23,500,000 worth of construction projects
- Approved plats that included over 20 new residential lots.
- Worked with several developers on getting new residential developments started.
- Finished Downtown Plan

2024 Planning/Zoning/Building Department Overview

- Local construction activity rebounded somewhat as compared to 2023.
- Implemented new Planning, zoning, building software system in 2024.
- Hopeful that interest rates, inflation, and worker shortages will not impact growth of Hutchinson long term.
- Expected Projects
 - The Landing Apartment Project
 - Elk Ridge Estates Development
 - Commercial Development on Hwy 15 South
 - Continued Residential Development

PLANNING

Primary Services

Overview – Planning and Zoning Department staff provide a variety of customer services, coordination, and review services, including processing and reviewing of land use applications. The Department provides long range planning services and reviews land use plans for consistency with city plans. Demographic information, as well as projections about population growth are monitored and planned for by this department. The Department also drafts policies and revises ordinances to implement the goals of the City regarding growth management and development practices. The Department works closely with the Engineering, Housing and Redevelopment, and Economic Development Departments.

Zoning is the regulation of property to ensure general health, safety, and welfare standards for the community. The Zoning Department assists residents and applicants with zoning requests, development requests and flood plain information. Staff coordinates efforts to communicate with the property owner or developer by arranging pre-development meetings “up-front” to get questions answered at the beginning of the project. Department staff issues applications for Conditional Use Permits, Variances, Rezoning, Annexations, Lot Splits, Platting, and Sign permits.

The Planning Department provides the following services.

- Planning Commission support
- Development Review
- Long-range/Comprehensive planning
- Special land use and redevelopment studies
- Point of contact for lands use and zoning inquiries and property research
- Document preparation for land-use decisions, ordinance updates and development decisions
- Permanent sign and zoning permit coordination and administration
- Building permit review for land use and zoning conformity
- Zoning, Subdivision and FEMA Flood Ordinance administration

2024 Accomplishments:

Reviewed and Processed:

- 24 Applications for Planning Commission
- 135 City Land Use Applications
- 67 zoning reviews of building permits.
- 52 sign permits reviewed.
- 51 predevelopment/application meetings.

2024 Planning Commission Items

- CUP for pole type structure in an I/C zoning district located at 845 Hwy 7 W
- Preliminary Plat for Top 10 Options of Hutchinson
- Final Plat for Ludewig Addition
- Final Plat for Top 10 Options of Hutchinson
- Preliminary Plat for Second Addition to the Meadows
- Final Plat for Top 10 Options of Hutchinson
- CUP for tattoo establishment located at 140 Main St N
- Final Plat for Second Addition to the Meadows
- Preliminary Plat for Ravenwood South Second Addition
- Final Plat for Bonneville Addition
- CUP for fill in flood fringe district located at 905 Adams St SE
- CUP for tattoo establishment located at 35 Main St N
- Vacation of Easements located at Lots 1 and 2, Block 3, Second Addition to the Meadows
- Annexation for ISD 423
- CUP for tattoo establishment located at 225 Main St S
- Preliminary Plat for Danielson Addition
- Sketch Plan Review for development at 525 Golf Course Rd NW
- Final Plat for Danielson Addition
- Lot Split located at 305 Adams St NE

Building Department

Primary Services

Overview of Building Department - MN Rule 1300.0030 states that the purpose of the MN State Building Code is to establish minimum requirements to safeguard the public health, safety and general welfare, through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations.

The code applies to the design, construction, addition, alteration, moving, replacement, demolition, repair, equipment, installation, use and occupancy, location, maintenance, and inspection of any building, structure, or building service equipment in a municipality.

The code includes among other provisions: The MN Building Code, the MN Residential Code, the MN Conservation Code for Existing Buildings, the MN Floodproofing Regulations, the MN Accessibility Code, the Prefabricated Structures Code, the Industrialized/Modular Buildings Code, the MN Plumbing Code, the MN Commercial Energy Code, and the MN Residential Energy Code.

The purpose and scope of the MN State Building Code clearly convey the complexity and significance of building code administration. The practical administration of the code includes education, communication, plan review, correspondence, permit administration, field inspection, and enforcement to ensure the purpose of the code is accomplished throughout the breadth of its scope.

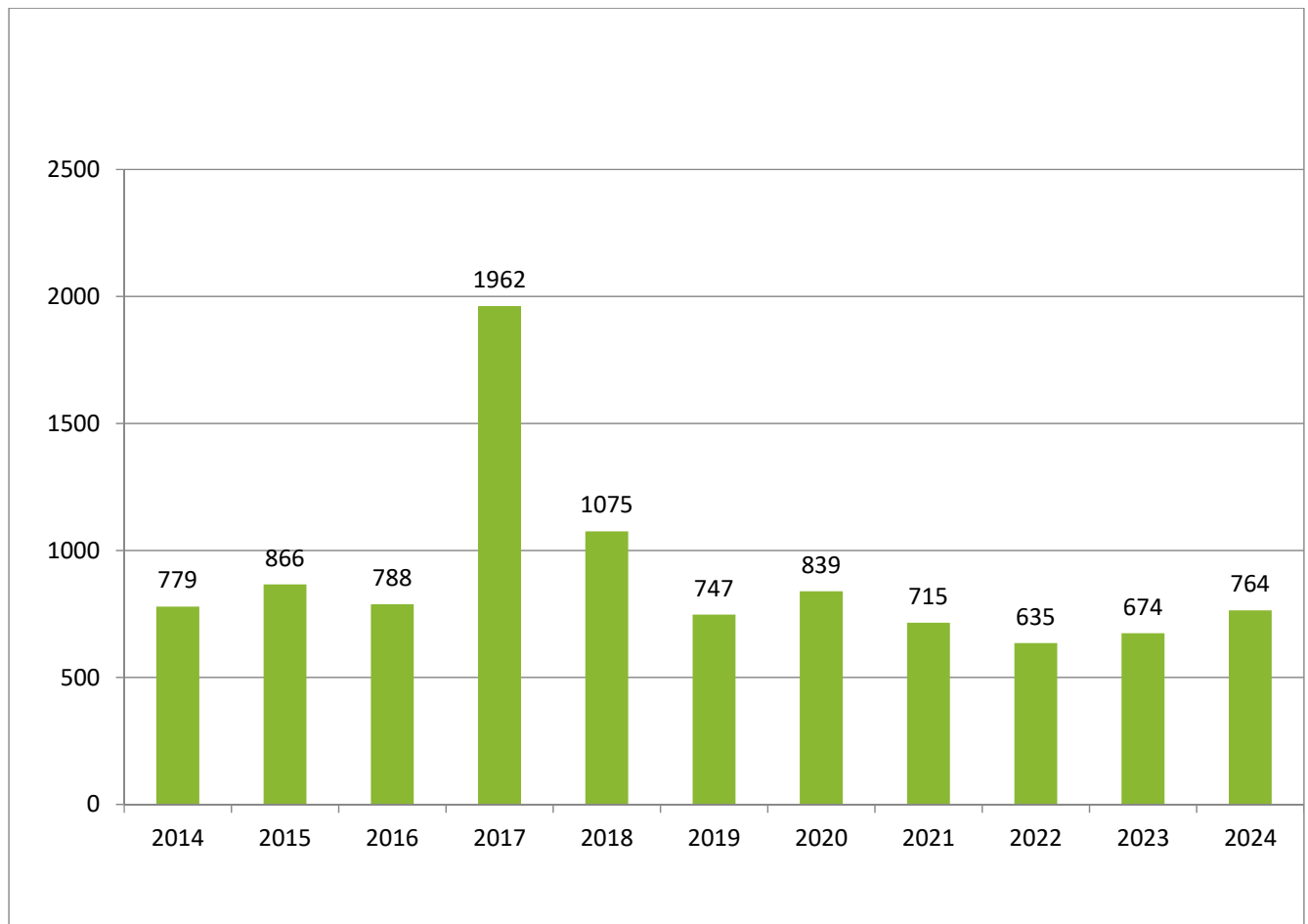
Under the direction of the Planning Director and the Building Official, protective inspections provides the following services:

- Plan Review for residential, commercial properties and State licensed facilities
- Clearinghouse for the issuance of building, mechanical, plumbing, erosion control, grading, and sign permits.
- Field Inspections
- Enforcement of building, plumbing, and mechanical codes (i.e. new and existing building construction for fire, life, health and safety)
- Education of homeowners and contractors on the building code, permits, and processes.

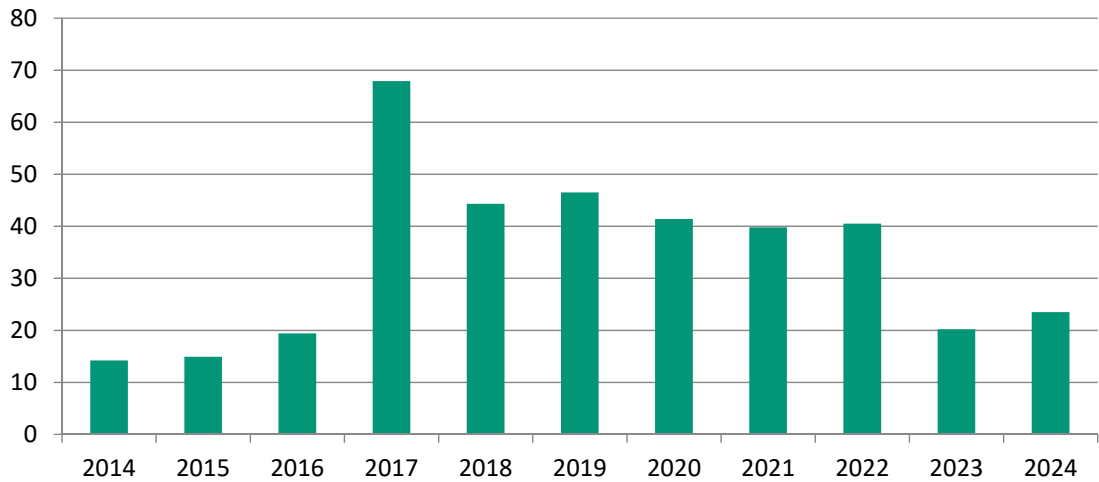
2024 Accomplishments

- Provided plan review and building inspection services as required.
- Educated property owners regarding permit requirements, licensed contractors and state building codes
- Provided Inspection and plan review services.
- The following were larger projects:
 - Middle School Project
 - Central Office Remodel
 - New Building at Fairgrounds
 - Dollar Tree
 - Les Schwab Tire
 - VMF Grandstand
 - 3M Project

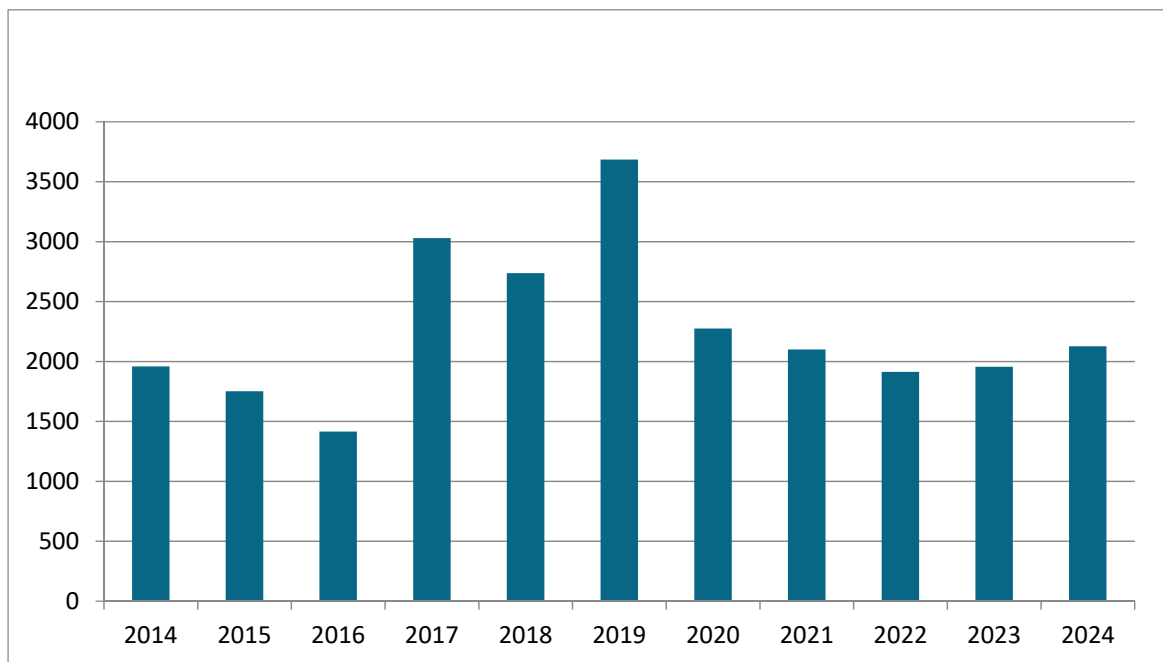
Number of Building Permits Issued 2014 Through 2024



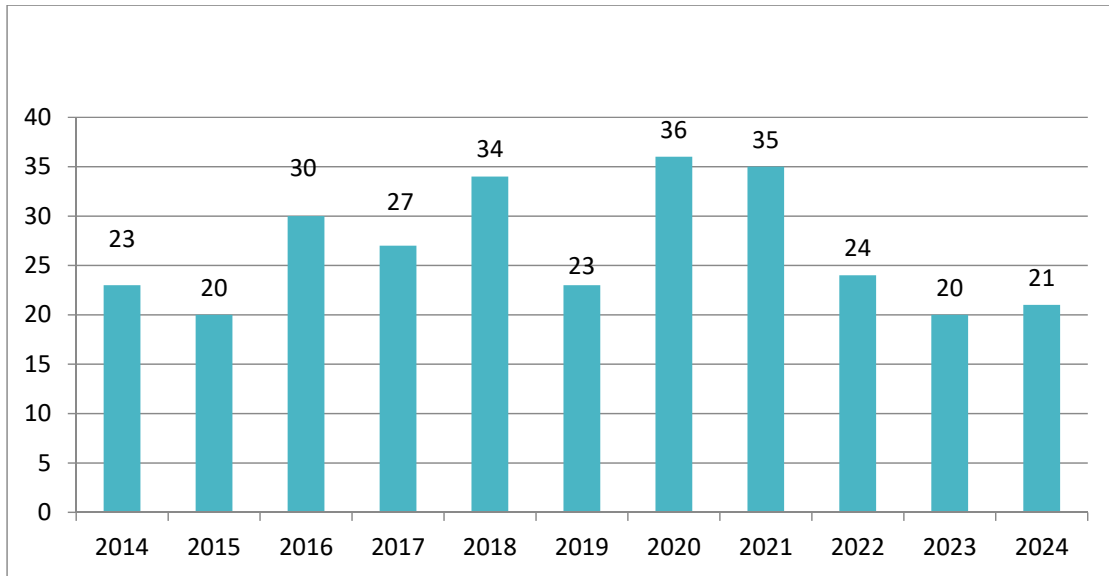
CONSTRUCTION VALUATION MILLION \$ VALUATION 2014-2024



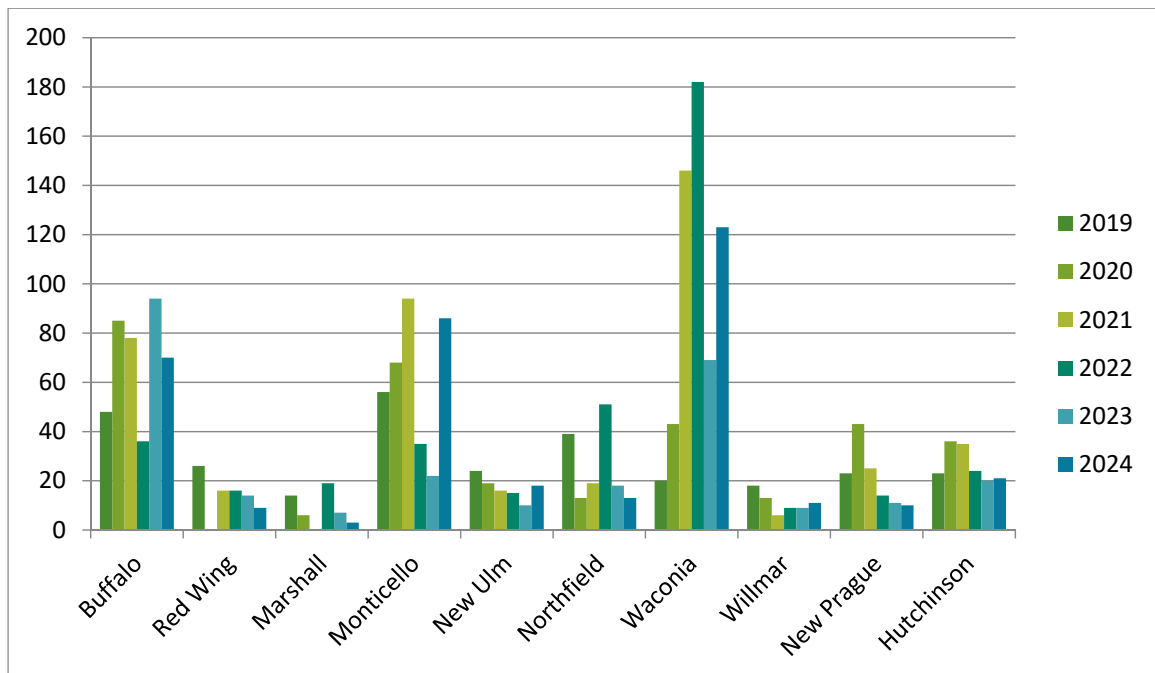
2014 – 2024 Total Building Inspections



New Dwelling Unit Construction



Staff has researched recent trends of new residential construction in this region by surveying other communities in the area with populations similar to Hutchinson in an effort to attempt to verify if the level of new residential construction activity in Hutchinson is common to the surrounding regions. The majority of similarly sized communities in this region indicate construction trends similar to what Hutchinson has experienced in recent years. As may be expected, communities that are metropolitan suburbs or regional hubs have experienced higher total volumes of construction. However, the overall trend of construction activity in the surveyed region is very similar between communities.



Rental License Program

The City adopted the rental program in 2008 and the Planning/Building/Zoning Department took it over from the Fire Department in 2014. The rental inspection program data suggests that most property owners/managers are planning and preparing for the inspections. Staff are happy to educate new rental property owners and new managers who are not familiar with the expectations of the rental program. Most experienced property owners are actively checking units ahead of time and preparing them prior to the inspection. They are making repairs to improve the general condition of the units and this greatly reduces the likelihood of major violations and subsequent enforcement action. City inspectors are now being viewed as a resource to help the business operate successfully and the tenants express the support they receive when there are problems or concern that go uncorrected. It should be noted that the City's new software for inspections/licensing does not have the ability to pull data like we did previously to present in the annual report format so we will be trying to determine the best way to share data/trends we are seeing. At this point we can say that we inspected about 325 rental units in 2024 and trends were very similar to years past and the primary issues were dead batteries in smoke and carbon monoxide detectors, as well as junk and clutter that needed to be cleaned up.

PLANNING, ZONING, BUILDING DEPARTMENT

ADDENDA

CITY OF HUTCHINSON
COUNT OF BUILDING/PLUMBING/MECHANICAL PERMITS
ISSUED AND VALUATION
2024

Total Number Inspections	2126
Building Permits Issued by Type	Year to Date Number Permits & Valuation
Commercial (new)	4 - \$4,340,471
Commercial Additions/ Remodels	92 - \$8,232,108
Industrial (new)	0 - \$0
Industrial Additions/Remodels	2 - \$8373,684
Fire Sprinkling	16 - \$336,887
Total New Residential Units (Single Family, twins, townhomes)	21 - \$6,098,465
Residential misc. (additions, repairs, remodels, etc.)	116- \$1,447,813
Set fee permits (reside, reroof, window replacement, misc.)*	513
Subtotal Building Permits:	764 - \$21,329,428
Mechanical	207 - \$2,224,062
Plumbing*	162
Total Permits issued and valuation	1133 - \$23,553,490
*Set fees not included in valuation	

Yearly Permit and Valuation Totals

YEAR	TOTAL NO. OF PERMITS		TOTAL VALUATION
2024	Building	764	\$21,329,428
	Mechanical	207	\$ 2,224,062
	Plumbing	162	\$ _____
			\$23,553,490
2023	Building	674	\$18,684,425
	Mechanical	147	\$ 1,485,320
	Plumbing	258	\$ _____
			\$20,169,745
2022	Building	635	\$35,017,196
	Mechanical	157	\$ 5,510,224
	Plumbing	107	\$ _____
			\$40,527,420
2021	Building	715	\$34,346,923
	Mechanical	197	\$ 5,418,155
	Plumbing	148	\$ _____
			\$39,765,078
2020	Building	839	\$38,937,108
	Mechanical	178	\$ 2,495,764
	Plumbing	137	\$ _____
			\$41,432,872
2019	Building	747	\$42,560,147
	Mechanical	198	\$ 3,955,457
	Plumbing	92	\$ _____
			\$46,515,604
2018	Building	1075	\$40,161,512
	Mechanical	239	\$ 4,147,765
	Plumbing	110	\$ _____
			\$44,309,277
2017	Building	1962	\$60,949,672
	Mechanical	232	\$ 6,912,447
	Plumbing	97	\$ _____
			\$67,862,119
2016	Building	788	\$18,429,091
	Mechanical	206	\$ 1,000,062
	Plumbing	94	\$ _____
			\$19,429,153
2015	Building	865	\$13,690,216
	Mechanical	166	\$ 1,247,905
	Plumbing	78	\$ _____
			\$14,938,121
2014	Building	779	\$12,378,612
	Mechanical	219	\$ 1,821,629
	Plumbing	83	\$ _____
			\$14,200,241

- Special permits are fixed fee permits for residential reshingle, resides, window replacements, and excavations, signs, manufactured homes, fences, moving, demolitions, decks, residential sheds, and fire sprinkler permits.

New Residential Construction

YEAR	HOUSING TYPE	BUILDINGS	UNITS	CONSTRUCTION COST
2024	Single Family Dwelling	21	21	\$ 6,098,465
2023	Single Family Dwelling	20	20	\$ 5,441,758
2022	Single Family Dwelling	24	24	\$ 5,393,727
2021	Single Family Dwelling	35	35	\$ 7,397,267
2020	Single Family Dwelling	36	36	\$ 7,582,886
2019	Single Family Dwelling	23	23	\$ 5,027,559
2018	Single family Dwelling	34	34	\$ 6,486,684
2017	Single Family Dwelling	25	25	\$ 4,972,795
	Twin homes	1	2	<u>373,104</u>
				\$ 5,234,899
2016	Single Family Dwelling	24	24	\$ 4,722,278
	Twin homes	3	6	<u>895,100</u>
				\$ 5,617,378
2015	Single Family Dwellings	20	20	\$ 3,623,304
2014	Single Family Dwellings	23	23	\$ 4,770,652

2024 Construction Activity

NEW CONSTRUCTION STARTS

	<u>Valuation</u>
New Homes	\$ 6,098,465
1694 Butler Field Dr (new hanger)	241,362
860 Century Ave SW (assembly bldg. at Fair Grounds)	1,355,886
945 Hwy 7 W (Dollar Tree)	1,705,605
1560 Montreal St SE (Les Schwab Tire Center)	1,037,618
	<u>10,438,936</u>

Detached Garages

1135 Cheyenne St SW	10,413
746 Craig Ave SW	18,743
345 Michigan St SE	98,120
316 Monroe St SE	23,430
16 Franklin St SW	12,000
533 Harmony Ln SW	<u>25,381</u>
	188,087

Total New Construction

\$ 10,627,023

COMMERCIAL AND INDUSTRIAL ADDITION AND REMODELS

30 Glen St NW – central office project	1,350,000
1365 South Grade Rd SW – Middle School project	1,200,000
915 Adams St SE – 3M project	808,684
460 Lake St SW – St. A's kitchen project	724,700
1228 Sunset St SW roof	420,000
1185 Hwy 7 W – Burger King remodel	400,000
705 Century Ave SW reroof	350,000
460 Lake St SW – St. A's kitchen 2	326,167
10 Michigan St NE reroof	320,000
111 Hassan St SE reroof	231,500
340 Ontario St SE - grandstands	222,019
1310 Hwy 15 S – Nautical Bowl	220,000
1500 Adam St SE – Creekside project	200,000
1390 Hwy 15 S – Citizens Bank South project	191,166
715 Ridge Ave NE reroof	183,171
730 Cleveland Ave SW reroof	150,000
945 Century Ave SE reroof	137,497
335 Michigan St SE reroof	122,661
205 3 rd Ave SE reroof	122,010
107 1 st Ave SE – dental office remodel	119,500

Total Addition and Remodel Work

\$ 7,799,075

All Other Commercial/Industrial Work	1,306,717
All Other Residential Work	1,259,726

Mechanical	2,224,062
Plumbing	0
Fire Sprinkler	336,887
Total Construction Valuation	\$ 23,553,490

New Housing Starts - 2024

<i>Site Address</i>	<i>Sub Type</i>	<i>Owner Name</i>	<i>Valuation</i>	<i>Contractor</i>	<i>Issued Date</i>
505 California St NW	Single Family	Crow River Habitat	\$80,000	John Lofdahl	02/02/2024
180 Denver Ave SE	Single Family	Betker Builders LLC	\$322,160	Betker Builders LLC	04/05/2024
125 Denver Ave SE	Single Family	Gary & Sharon Braun	\$316,815	First Class Builders Inc	04/05/2024
118 Detroit Ave SE	Single Family	Keith & Kimberly Bollman	\$285,033	First Class Builders Inc.	04/05/2024
142 Eau Claire Ave SE	Single Family	First Class Builders Inc	\$327,624	First Class Builders Inc.	04/18/2024
166 Eau Claire Ave SE	Single Family	First Class Builders Inc	\$324,859	First Class Builders Inc.	04/18/2024
158 Detroit Ave SE	Single Family	Reymone & Darene Otto	\$323,861	Betker Builders LLC	04/24/2024
1395 Southfork Dr SE	Single Family	Castle Gate Construction Inc	\$359,774	Castle Gate Construction Inc.	05/01/2024
1375 Sherwood St SE	Single Family	Kennon/Alice Schwartzrock	\$313,264	First Class Builders Inc	06/27/2024
172 Denver Ave SE	Single Family	Betker Builders LLC	\$322,160	Betker Builders LLC	07/22/2024
915 Golf Course Rd NW	Single Family	Bonneville Land & Cattle	\$273,148	Utecht Construction	08/02/2024
917 Golf Course Rd NW	Single Family	Bonneville Land & Cattle	\$273,148	Utecht Construction	08/02/2024
190 Detroit Ave SE	Single Family	First Class Builders LLC	\$322,178	First Class Builders Inc	09/05/2024
405 Kottke Ct SE	Single Family	Betker Builders LLC	\$237,993	Betker Builders LLC	09/11/2024
411 Kottke Ct SE	Single Family	Betker Builders LLC	\$237,993	Betker Builders LLC	09/11/2024
16 Franklin St NW	Single Family	North Star Foundation	\$226,000	North Star Foundation Properties	10/09/2024
1534 9 th Ave SW	Single Family	Betker Builders LLC	\$322,160	Betker Builders LLC	10/20/2024
109 Eau Claire Ave SE	Single Family	First Class Builders LLC	\$346,932	First Class Builders Inc	10/24/2024
1352 Bradford St SE	Single Family	First Class Builders LLC	\$246,328	First Class Builders Inc	11/13/2024
1502 9 th Ave SW	Single Family	Betker Homes Const LLC	\$306,870	Betker Homes Const LLC	11/13/2024
1371 Southfork Dr SE	Single Family	Castle Gate Construction Inc	\$330,164	Castel Gate Construction Inc	12/05/2024

New Construction Count 21

Total Valuation

\$6,098,465

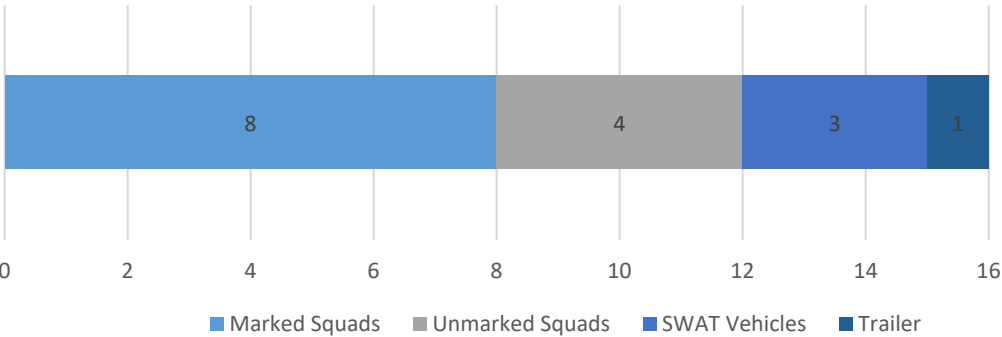
Police Department

About the Department

Department Staff – As of December 31, 2024

23 Sworn Officers	10 Civilian Staff	
1 Police Chief	1 Child Protection Officer	4 Police Administrative Specialists
1 Lieutenant	1 School Liaison Officer	1 Evidence Technician
4 Patrol Sergeants	1 Drug Task Force Agent	1 Police Chaplain
1 Investigative Sergeant	1 Full-time Community Service Officer	
12 Patrol Officers	3 Part-time Community Service Officer	
1 General Investigator		

Fleet – As of December 31, 2024



2024 Crime Statistics

In 2021 the Hutchinson Police Department started reporting crime data to the Bureau of Criminal Apprehension (BCA) with **National Incident-Based Reporting System (NIBRS)**. NIBRS is used by law enforcement agencies in the United States for collecting and reporting data on crimes. The BCA then reports all NIBRS statistics to the FBI. Local, state and federal agencies generate NIBRS data from their records management systems. In Group A Offenses there are 24 crime categories with 52 offenses. Data is collected on every incident and arrest in this group. In Group B Offenses, there are 11 offenses with only the arrest information reported in this group.

Group A Offenses

- Animal Cruelty
- Arson
- Assault
 - Aggravated Assault
 - Simple Assault
 - Intimidation
- Bribery
- Burglary
- Counterfeiting/Forgery
- Destruction/Damage/Vandalism of Property
- Drug/Narcotic Offenses
 - Drug/Narcotic Violations
 - Drug/Narcotic Equipment Violations
- Embezzlement
- Extortion/Blackmail
- Fraud Offenses
 - False Pretenses/Swindle/Confidence Games
 - Credit Card/Automatic Teller Machine Fraud
 - Impersonation
 - Welfare Fraud
 - Wire Fraud
- Gambling Offenses
 - Betting/Wagering
 - Operating/Promoting/Assisting Gambling
 - Gambling Equipment Violations
 - Sports Tampering
- Homicide Offenses
 - Murder/Non-Negligent Manslaughter
 - Negligent Manslaughter
 - Justifiable Homicide
- Human Trafficking
 - Commercial Sex Acts
 - Involuntary Servitude

Key Benefits of NIBRS –

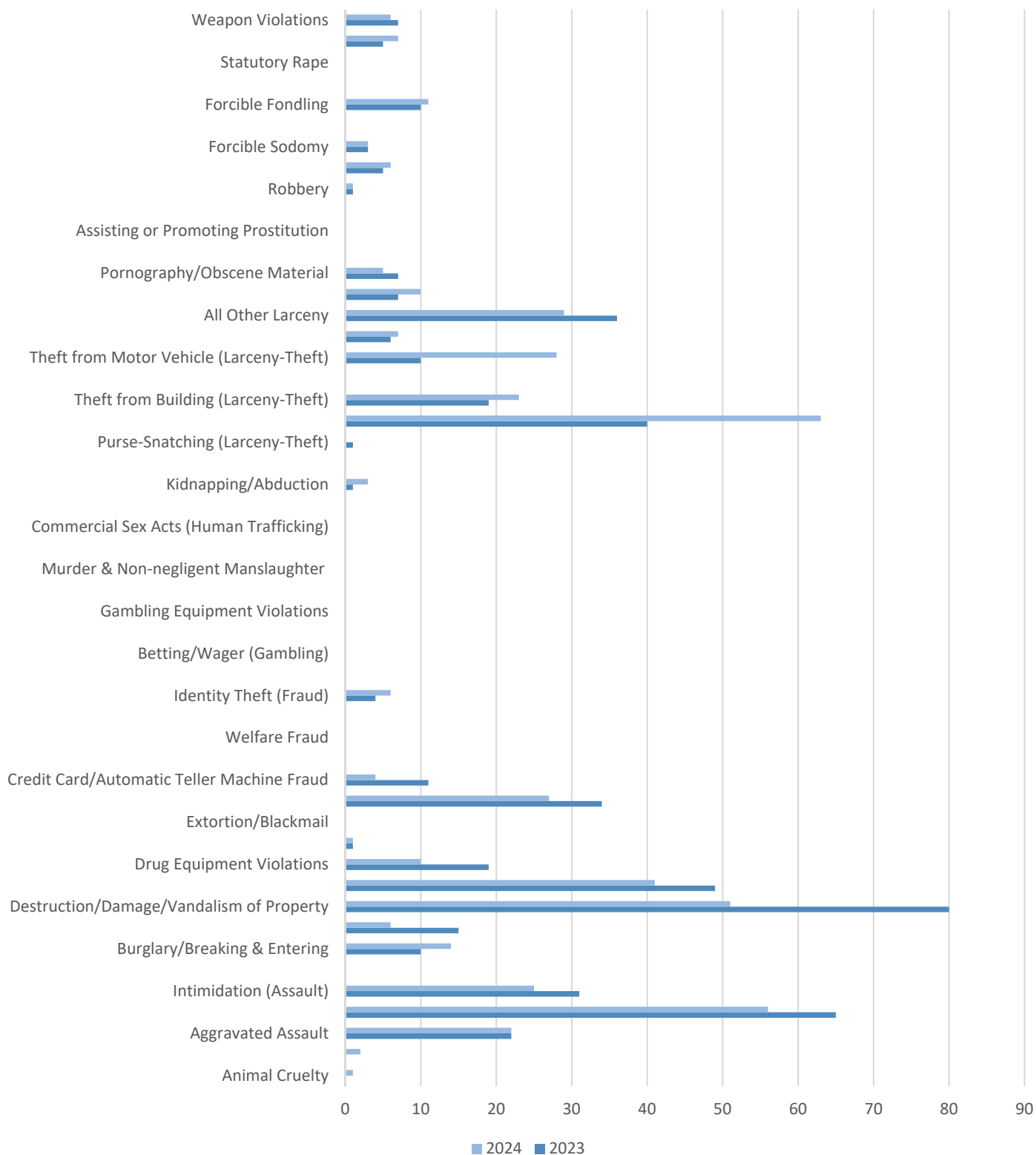
1. Detailed, high-quality data that provides a more complete and accurate picture of crime.
2. Additional context to understand victimization and offending.
3. Standardized data to compare crime across jurisdictions.
4. Can be used for tactical or strategic analysis at the local, state, and national levels.

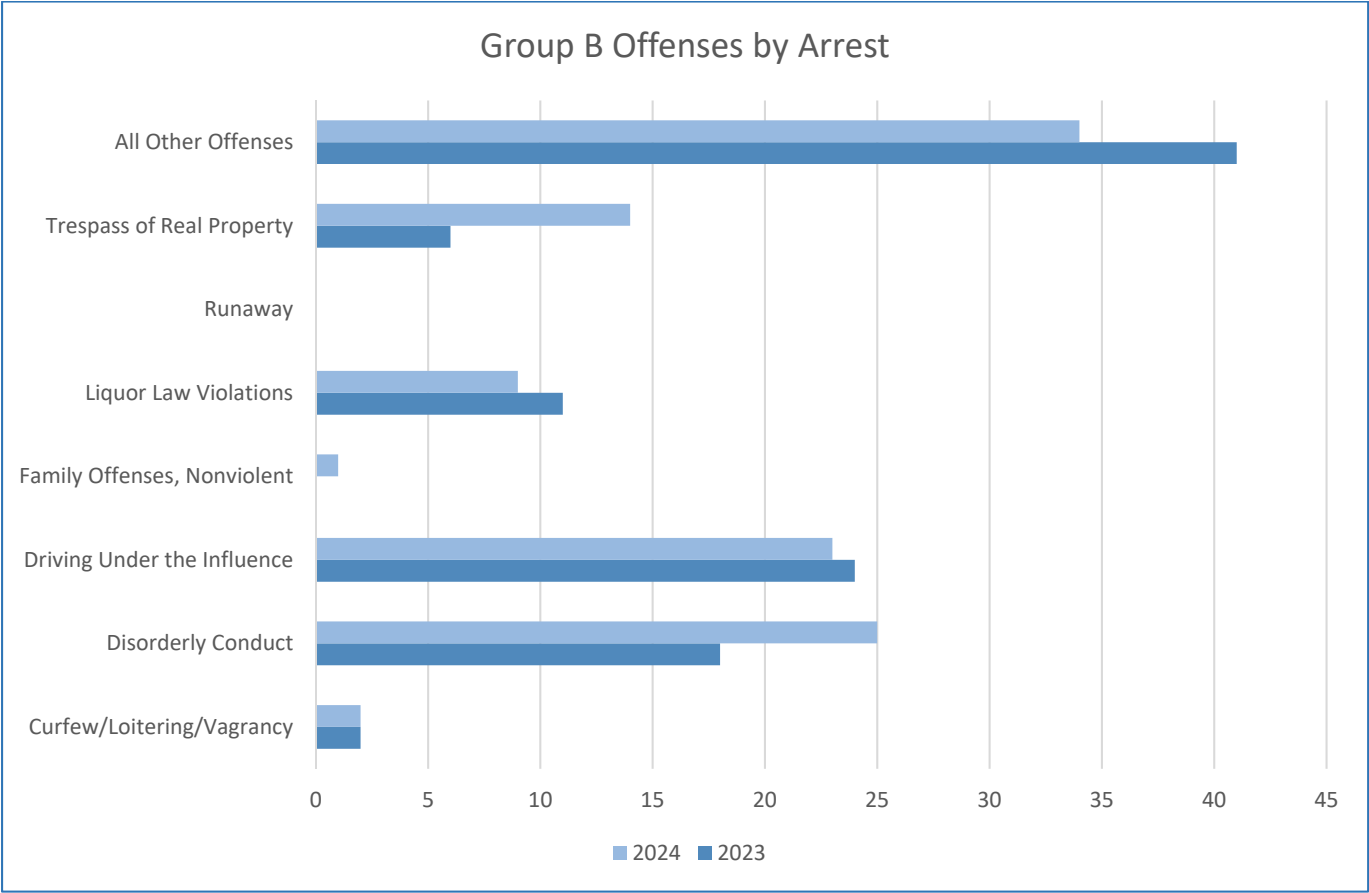
- Kidnapping/Abduction
- Larceny/Theft Offenses
 - Pocket Picking
 - Purse Snatching
 - Shoplifting
 - Theft from Building
 - Theft from Coin-Operated Machine or Device
 - Theft from Motor Vehicle
 - Theft of Motor Vehicle Parts or Accessories
 - All Other Larceny
- Motor Vehicle Theft
- Pornography/Obscene Material
- Prostitution Offenses
 - Prostitution
 - Assisting or Promoting Prostitution
 - Purchasing Prostitution
- Robbery
- Sex Offenses (Forcible)
 - Forcible Rape
 - Forcible Sodomy
 - Sexual Assault with An Object
 - Forcible Fondling
- Sex Offenses (Non-Forcible)
 - Incest
 - Statutory
- Stolen Property
- Weapon Law Violations

Group B Offenses

- Bad Checks (Decommissioned January 2022)
- Curfew/Loitering/Vagrancy Violations
- Disorderly Conduct
- Driving Under the Influence
- Drunkenness (Decommissioned January 2022)
- Family Offenses, Nonviolent
- Liquor Law Violations
- Peeping Tom (Decommissioned January 2022)
- Runaway
- Trespass on Real Property
- All Other Offenses

Group A Offenses





Patrol

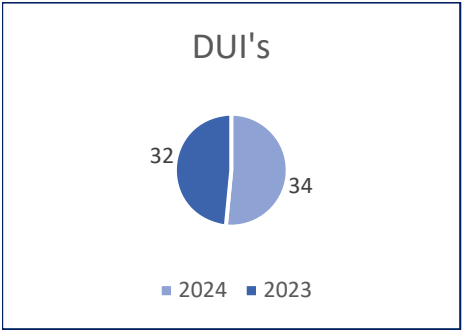
The patrol division of the Hutchinson Police Department is the face of the department. Many community members only ever have contact with a patrol officer, making their impact crucial to the integrity of the department.

Our patrol officers interact with community members when they respond to calls for service, take reports on incidents that have occurred, patrol neighborhoods, enforce traffic laws, and engage at community events. Our patrol officers also conduct criminal investigations by interviewing victims and suspects, reviewing video surveillance, and collecting evidence.

Our patrol officers are very well trained in many areas, including DWI detection and enforcement, mental health crisis, first aid and CPR. They also work closely with businesses on shoplifting and fraud incidents.

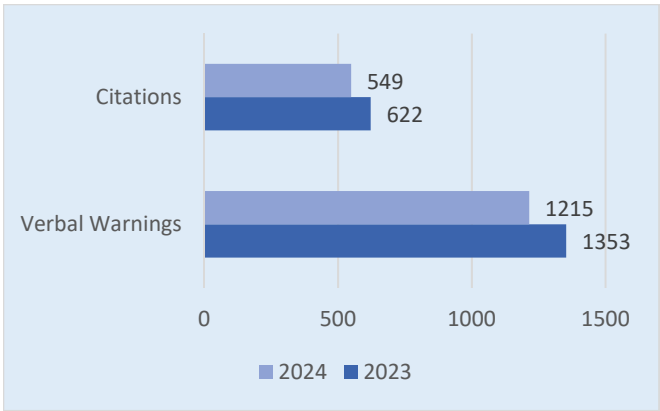
The department has twelve full-time officers and two part-time officers assigned to the patrol division. This area is led by four patrol sergeants.

During the 2024 year, officers arrested 34 people for DUI's. This was 2 more than the previous year. These DUI's are not all alcohol related, some are the result of drugs. The Hutchinson Police Department forfeited 5 motor vehicles. The 5 vehicles forfeited were from DWI/controlled substances related crimes and fleeing offenses.



In 2024, officers initiated 1620 traffic stops.

There were about 211 less citations and verbal warnings issued in 2024 than 2023. It is important to note that not all citations and verbal warnings issued are from traffic stops.



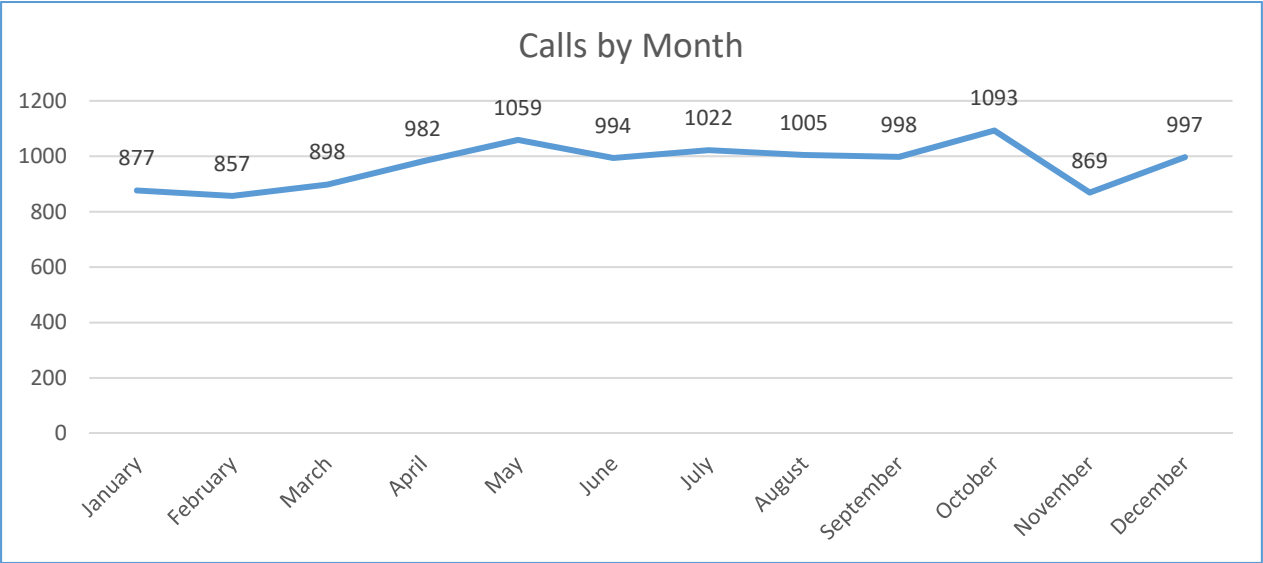
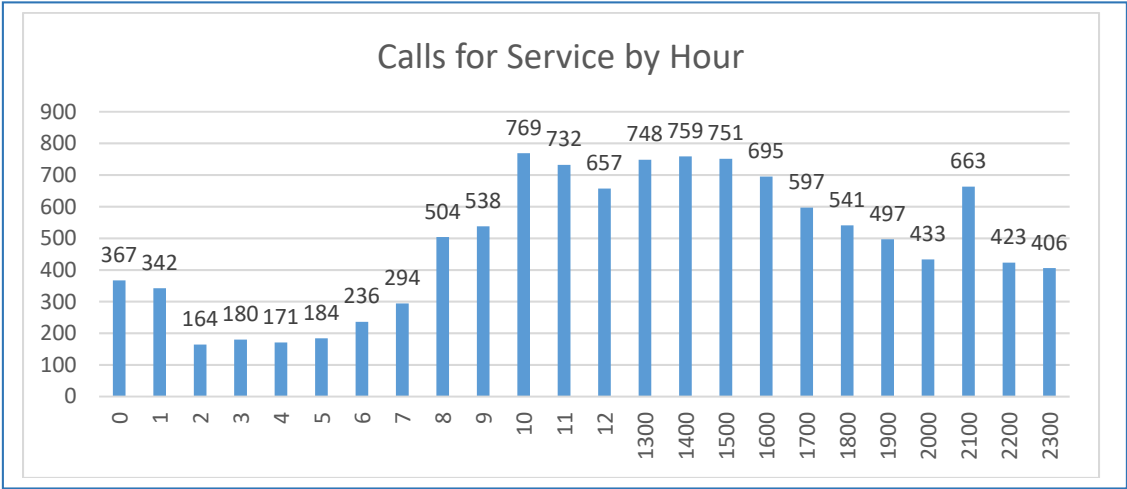
In 2024, officers responded to 360 crashes. 138 of those crashes were minor and didn't require officers to write a state crash report. There were 172 property damage crashes and 13 personal injury crashes. Of the 364 crashes, 37 of them were hit and runs.

2024 CRASHES	
Property Damage Crashes	172
Personal Injury Crashes	13
Hit and Run Crashes	37

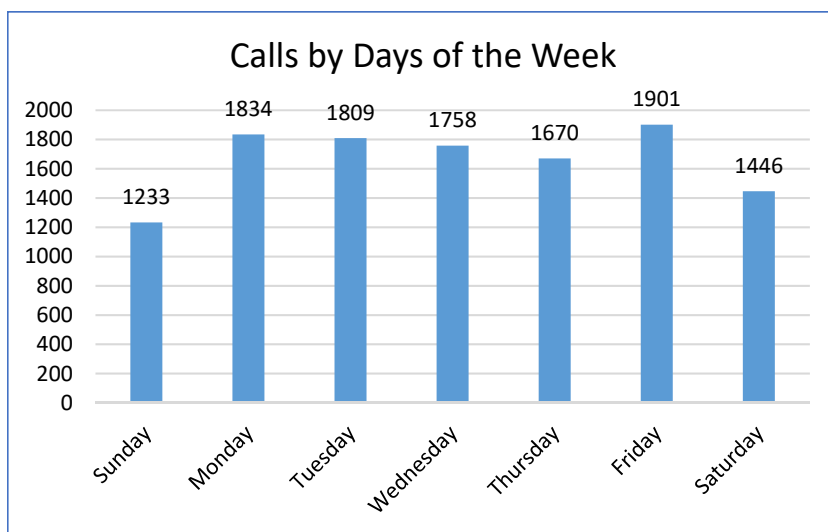
Statistical Information

The Hutchinson Police Department responds to calls-for-service twenty-four hours a day and seven days a week. The busiest time frames for the officers in 2024 were 10am and 4pm.

2024 started out average and slowly increased in spring until fall. February was the lowest month for calls-for-service while October was the highest month.



Friday was the busiest day of the week for calls for service for the Hutchinson Police Department in 2024. Monday, Tuesday and Wednesday were all very similar in calls for service. Sunday was slowest day of the week by 1233 calls for service.



Training

Each year the staff of the Hutchinson Police Department participate in various trainings. These trainings allow for staff to stay updated on all current policies, information, and technology within law enforcement. The Minnesota Board of Peace Officers Standards and Training (POST) requires officers to complete forty-eight hours of continuing education every three years in order to renew their POST license.

Emergency Vehicle Operations and Police Pursuits (EVOC)

Officers shall demonstrate the knowledge and skill needed to reduce criminal and civil liability when involved in emergency and non-emergency vehicle operations mode. This training must be designed to give officers both skill and decision-making ability so that emergency vehicle operations can be resolved safely and successfully. This will be accomplished with a minimum of eight hours of training, which will include a minimum of four hours of in-vehicle operation. Simulators may be used in addition to in-vehicle and classroom training but will not be used to replace the minimum four hours of in-vehicle training. It is recommended that simulator training be used for decision making training.

Field Training

The field training process is a 16-week, 640-hour requirement for all new Hutchinson Police Department officer hires. New officers must show progression in job performance and complete all four phases to pass the field training process and become an independent officer.

Patrol Online (PATROL)

To help cities reduce losses related to police liability, LMCIT has developed PATROL—Peace Officer Accredited Training Online. While PATROL delivers twelve new POST-accredited courses per year, subscribers can earn more than forty POST credits per year when they also take PATROL training on POST mandates for **Use of Force and Crisis Intervention and Mental Illness Crisis; Conflict Management and Mediation; Implicit Bias, and Community Diversity and Cultural Differences**. PATROL helps officers stay current on Minnesota legal issues and is based on Minnesota case law. Content is developed with input from police liability experts, insurance defense attorneys, and local law enforcement agencies. Each month, a new course is available for one POST credit.

Additional Training for 2024:

- Initial Response to Child Deaths
- BCA Single Certification
- Critical Issues - Duty to Intervene & Render Aid & Marijuana & Policing
- New Firearms Laws & Universal Background Checks
- Mental Health Part 1-5
- True North Constitutional Policing
- Use of Force Part 1-3
- Crimes Motivated by Bias
- EMS Refresher
- Firearms - Inclement Weather, Low Light, 2 Qualifications
- Extreme Risk Protection Orders
- Active Threat/Critical Incident (Practical) (Classroom)
- Car Seat Basics for Law Enforcement
- 2024 League of MN Cities Workshop
- Protecting & Serving the LGBTQ+ Community
- Use of Force/Defensive Tactics (practical)
- Duty to Intercede
- DWI - SFST Update
- 2024 Legislative Update
- Employee Misconduct & Discipline
- Critical Issues - Firearms Restoration/Mental Health/ERPO's
- Take Action: Make the R.I.G.H.T. Choice to Intervene
- Ethics & Integrity in Supervision
- Minnesota Crisis Intervention Team Training

- DMT Re-Certification
- Persuasion & De-escalation
- Transport (72-Hour) Holds
- Use of Force Tactics Instructor Certification
- Implicit Bias 1-2
- Consent Searches
- Development, Management, & Control of Drug Informants
- Interviewing Children with Disabilities and Use of Media
- Peer Support Team Training
- Less Lethal Instructor Development
- SOTA Annual Training Conference
- 2024 BCA Criminal Justice Information Conference
- Best Practices in Mental Health Crisis Response
- Procedural Justice & Police Legitimacy
- Serving Those with Autism Spectrum Disorder
- Predatory Offender Registration Training
- Driving, Operation & Recovery Training with Armored Vehicles
- Vehicle Impounds & Inventories
- 2024 MN Chiefs Association Conference
- Diversity with Emphasis on Implicit Bias
- Peak Performance for Protectors
- Disorderly Conduct and Obstruction
- FTO Certification
- Responsible Alcohol Service - Train the Trainer

Investigations

The Hutchinson Police Department Investigations unit is comprised of five licensed officers and one Evidence Technician. This unit is supervised by a Sergeant. The four officer positions within the investigation's unit are the School Resource Officer, Drug Task Force Officer, Juvenile/Child Protection Officer, and General Investigator. All of these positions are rotating assignments which allows all officers to gain valuable investigative experience.



The Investigations unit offers valuable support to the patrol officers by following up on investigations that require more time than the patrol officers can give to an incident. The investigations unit is able to spend more time gathering information from witnesses, suspects, and the courts to help solve the crime.

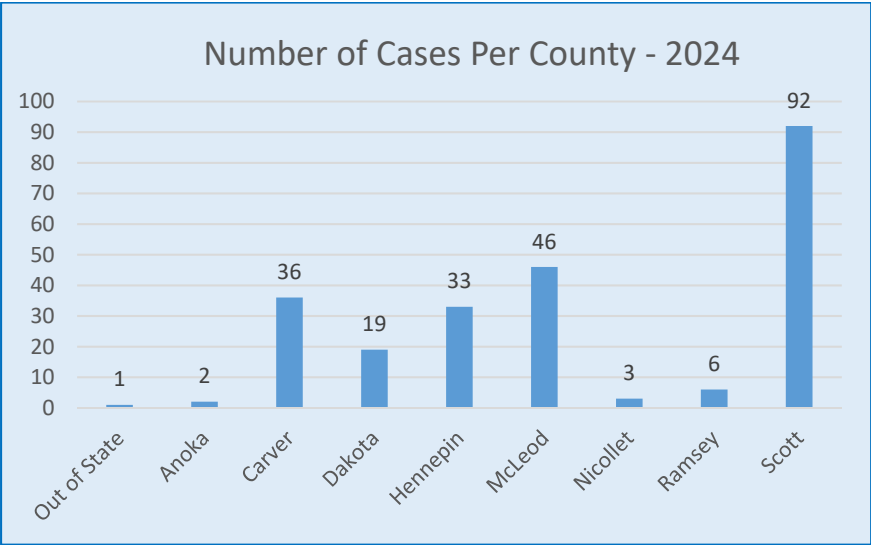
The General Investigator position assists the patrol staff with more complex investigations. The General Investigator also works with social services and specializes in working with vulnerable adult cases.

The Evidence Technician position maintains the collection of all the evidence and property entered into the evidence/property room by the officers. This position also sends evidence to the MN BCA for lab testing for DUI's, drugs, and fingerprinting. The Evidence Technician also properly stores and preserves all evidence for future investigations and past investigations.

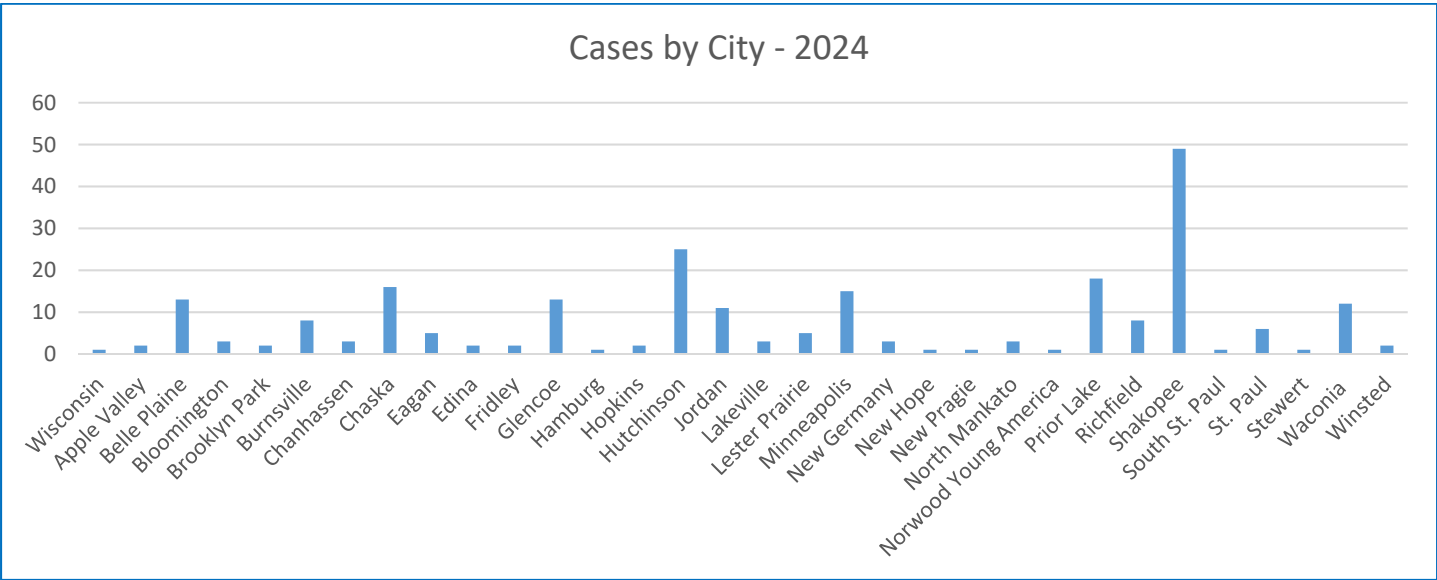
EVIDENCE

Southwest Metro Drug Task Force Officer (SWMDTF)

The Drug Task Force position is with the Southwest Metro Drug Task Force. This position works with other counties and cities in drug related incidences to get as many illicit drugs and guns off the street as possible.



The breakdown of 238 SWMDTF investigations in 2024 are shown here by city.



School Resource Officer

The Hutchinson Police Department is contracted with the Hutchinson School District for the School Resource Officer. The School Resource Officer position is a four-year rotating position within the police department. The School Resource officer works closely with the Hutchinson High School and Hutchinson Middle School staff and students.

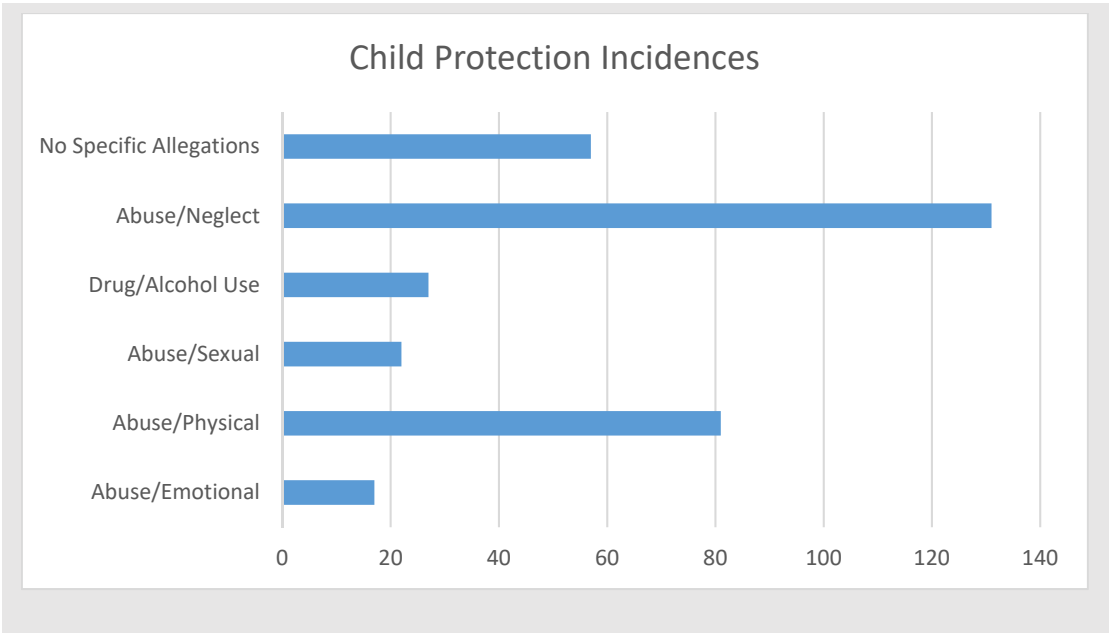


The School Resource Officer has an office within the Hutchinson High School and is in the school buildings daily from 7am to 3pm. The relationship the School Resource Officer builds with the staff and students is a great asset for the Hutchinson School District and the Hutchinson Police Department.

There was a total of 231 calls for service at all the schools in the district in 2024. There were 110 incidents at the High School, 56 at the Middle School, 25 at Park Elementary, 30 at Tiger Elementary and 10 at West Elementary.

Child Protection Officer

The Child Protection Officer is a position that works closely with McLeod County Social Services on a daily basis. This is a close relationship that we have determined works best to help children and families in the City of Hutchinson. The Child Protection Officer is a five-year position in the Investigative Unit.



The Child Protection Officer also works closely with the BCA and the predatory offender compliance program. This position assures that all the predatory offenders within the city of Hutchinson remain compliant with the BCA.



SWAT

The Hutchinson Police Department's Special Response Team (SRT) partners with the McLeod County Sheriff Department's Emergency Response Unit (ERU) to provide officers for tactical response services. The joint tactical team operates under the team name, Crow River SWAT. Officers selected to the team receive advanced training to respond to situations needing high-risk warrant services, crowd control, hostage negotiation, snipers, and critical incidents.

The Hutchinson Police Department's SRT includes highly trained officers who use specialized weapons and tactics to handle high-risk situations beyond the scope of the patrol and investigative divisions. Examples of situations for which the SWAT team would be used include high-risk arrests and warrants, barricaded and armed suspects, hostage rescue, crowd control, dignitary protection, and disaster response. The team's primary goal is to resolve situations as safely as possible for everyone involved.



Crow River SWAT has approximately ten officers from each department on the team. The team also includes a separate crisis negotiation team that works with the tactical team to safely resolve these critical incidents. Officers selected and assigned to the team train one day per month on skills and equipment special to the tactical team's mission. In order to be selected, officers need to have been an officer for a minimum of two years, pass the physical fitness assessment, show proficiency with firearms and defensive tactics skills, and have exhibited sound emergency response skills as a patrol officer.

SWAT YEAR END STATS:

Callouts:

There were no callouts in 2024 where Crow River SWAT was requested as a team in whole.

Close Calls or Near Misses (Personnel or CRS Equipment Used):

ICR 24006120 (HPD – Threats of Violence & Tampering w/ witness)

ICR 24012763 (HPD – Weapons and Threats of Violence)

ICR 24007077 (MCSO – Weapons Call)

ICR 24001511 (MCSO – Disturbance)

ICR 24001956 (WPD – Domestic/Weapons/Fleeing by other means)

Agency Assist (Minneapolis/Meeker/McLeod/HPD/SWMDTF) – Pursuit through county with an attempted murder and murder in Kandiyohi County.

2024 Statistics for Equipment/Negotiations requested:

- ARV (Bearcat – MCSO) was used 4 times
- Drones (MCSO) was used 9 times
- HPD Negotiator was called in for negotiations for an incident in Lester Prairie ICR # 24001511. Negotiations were not used once there as the situation was resolved.

2024 Equipment Upgrades:

MATV Rescue Vehicle (HPD)

Mobile Command Post (MCSO)

Shatterballs (MCSO)

RAT-Traps (HPD)

Sniper Rifle (MCSO)

Axon Body 4 Cameras with "Live," Feature

2024 Crow River SWAT Training:

The Crow River SWAT trained 10 out of 12 months in 2024, missing the month of March due to McLeod County Active Shooter Training and then in December due to staffing, sicknesses, and road/weather conditions.

The synopsis of each month of trainings can be included if requested. Highlights from 2024 Training is as follows:

- Annandale Shoot house
- Vacant House in Glencoe, Mn
- Vacant property on North High Drive used several times
- Full Callout scenario-based training on North High Drive utilizing all groups within Crow River SWAT.

2024 Individual Training:

Team Leader Development

Basic SWAT

Active Shooter Instructor

Vehicle Suppression Training (Wright County Training)

Basic Sniper

SOTA Conference

Records Units

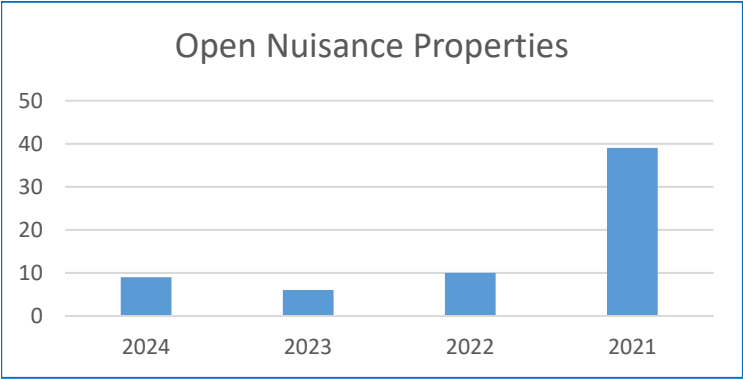
The records units for the Hutchinson Police Department consists of four full-time employees. The records unit has a variety of tasks and assists the Chief, Lieutenant, Investigations, and patrol officers with daily duties. The records unit answers phone calls from the public and assists the citizens who come into the lobby of the police department. Citizens come into the lobby for a wide variety of reasons, but most common are records requests, animal licenses, and fingerprinting.

The records unit is an intricate and vital part of the police department. They ensure reports are processed properly and sent to the City of Hutchinson and McLeod County Attorneys for charges on offenders. They handle the dissemination of officer’s reports to social services, probation, and citizens who request data. They also complete public data requests, permit to purchase handgun applications, monthly statistical data reports to the State of MN, the billing for the police department, the annual police report, and ensure everyone in the police department is current on their required training through the BCA.

Public Records Request	716
Permit to Purchase/Conceal Carry Background Requests from Other Agencies	385
Other Agency Background Requests (Social Services, Probation, Housing and Redevelopment Authority)	169

Code Enforcement – Nuisance Property

The Hutchinson Police Department has a Code Enforcement Officer who is assigned to all the nuisance properties in the City of Hutchinson. The Code Enforcement Officer is a three-year rotating position. This position maintains the files and speaks to the property owners to try and get the properties in compliance with City of Hutchinson Ordinances. The Code Enforcement Officer also does random checks on these properties to try and determine if work is being performed to get these properties in compliance. If the properties are brought into compliance, the officer will close out the report. If the properties are not brought into compliance within the agreed amount of time, the Code Enforcement Officer then issues a citation or sends a report to the City of Hutchinson Attorney requesting charges against the owner.



Axon Body Cameras/Fleet

The Hutchinson Police Department implemented Axon body cameras in 2016 with a donation from a local area business. This was a great push in getting AXON body cameras for every officer in the department. Hutchinson Police Department policy states that officers must have their body cameras recording during any interaction they are dispatched to or come upon.



Total Uploads

Number of Videos	18539.0
Hours of Videos	4066.88
GB of Videos	7445.5

Label

Active AXON Evidence

Number of Active Videos	10017.0
Hours of Active Videos	2601.57
GB of Active Videos	4733.79

Label

Average Per Day

Number of Videos Uploaded	50.65
Hours of Video Uploaded	11.11
GB of Video Uploaded	20.34

Categories	Files	GB	% Files	% GB
Report	15629	3882.62728	76.03502797	73.98263462
Traffic Stops	3558	939.1115061	17.30965702	17.89456943
No Action Take	1208	374.3801124	5.876915592	7.133733182
Accidental Recording	96	19.36257623	0.46703965	0.36894976
Uncategorized	25	10.94556823	0.121624909	0.208565468
Permanent Retention (Admin Use Only)	21	8.101860927	0.102164923	0.154379232
Training	10	11.09146988	0.048649964	0.211345593
Administrative (Supervisor Only)	5	1.117935178	0.024324982	0.021302016
Critical Incident	2	0.519065682	0.009729993	0.009890686
Officer Injury	1	0.767787229	0.004864996	0.014630022

Citizens Police Academy

The original concept of the Citizen Police Academy (CPA) came from Great Britain, where the United Kingdom (UK) Constabulary designed a program to give citizens an overview of British law enforcement operations. Known as "police night school" when it began in 1977, the program was an immediate success.

The Hutchinson Citizen Police Academy (CPA) is a community oriented policing program that is conducted once a year in order to accomplish three goals:

- To allow citizens of Hutchinson to meet the men and women who serve them.
- To educate in the "how's and why's" of law enforcement.
- To provide Hutchinson Police Officers the opportunity to meet and hear from the citizens they serve.

The Hutchinson Citizen's Police Academy is ten weeks long and ran from November 2023 to January 2024. CPA Participants are given a realistic view of the Hutchinson Police Department. A wide variety of topics are discussed: department history, organizational structure, police officer selection and training, communications/records, tools and equipment, officer survival, patrol procedures, DUI and traffic enforcement, use of force or deadly force, arrest procedures, handling of traffic accidents and criminal investigations, gangs, pursuit driving, chaplain program, crime prevention, critical incidents, youth issues and liaisons, reserves/volunteer services, and a myriad of other law enforcement subjects. In addition, opportunities to tour the police department and ride along with a police officer are provided to CPA students. Our last academy was in 2021 and had six community members attend.



CITIZENS POLICE ACADEMY
LEARNING ABOUT WHAT WE DO TO PROTECT YOU



Public Works (Engineering, Operations & Maintenance, Water, Wastewater)

Core Services

Essential Services

(Programs, services and infrastructure without which the city would not survive)

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

Critical Services

(Programs, services, and infrastructure critical to maintaining essential services or necessary to support essential services)

- Bridge maintenance
- Engineering services
- Forestry operations
- Environmental services
- Fleet management
- Facility management
- Planning & Development services
- Right-of-Way management
- Risk management & legal review
- Biosolids management
- Dam maintenance
- Lift stations, wastewater systems
- Meter reading
- Environmental regulations
- Street sweeping & cleaning
- Utility coordination
- Utility locating

The majority of Public Works services are classified as Essential or Critical services. Many of the services classified as Basic services and Targeted services either support higher-level services or improve the quality of life within the City.

Basic Services

(Programs, services and infrastructure that significantly improve the quality of life or meet basic needs of the majority of citizens)

- Assessment administration
- Cemetery services
- GIS mapping
- Infrastructure planning
- Mosquito control
- Property data management
- Residential leaf vacuum service
- Streetlights
- Sump pumps & drainage
- Traffic operations
- Trail/sidewalk maintenance
- Transportation planning

Targeted Services

(Programs, services and infrastructure that significantly improve the quality of life or meets special needs of a specific subgroup of citizens)

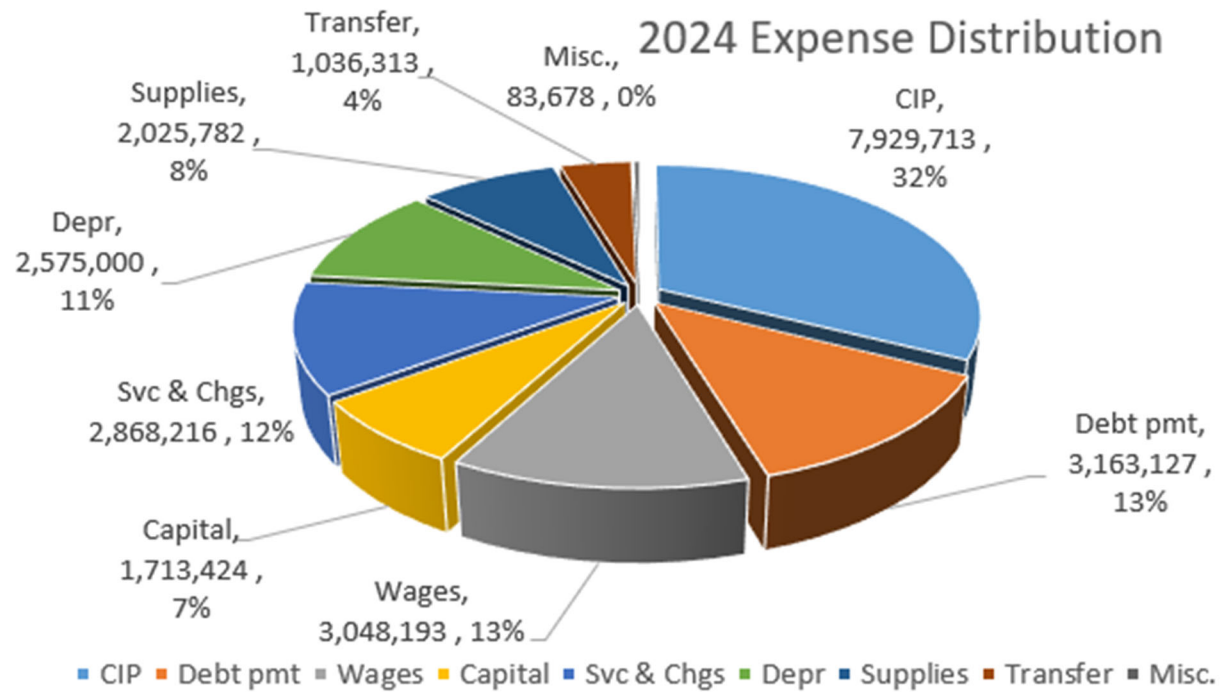
- Airport
- Alleys
- Parking Lots
- Public Event support
- General customer service

Special Services

(Programs, services and infrastructure that, if removed, would not significantly reduce the quality of life of citizens)

- Crow River fountain

2024 Public Works
Budgeted Expenditures
(all departments, CIP)
30.02 FTE
\$24,443,445



Engineering

Primary services

Under the leadership of the Public Works Director, Engineering provides the following primary services:

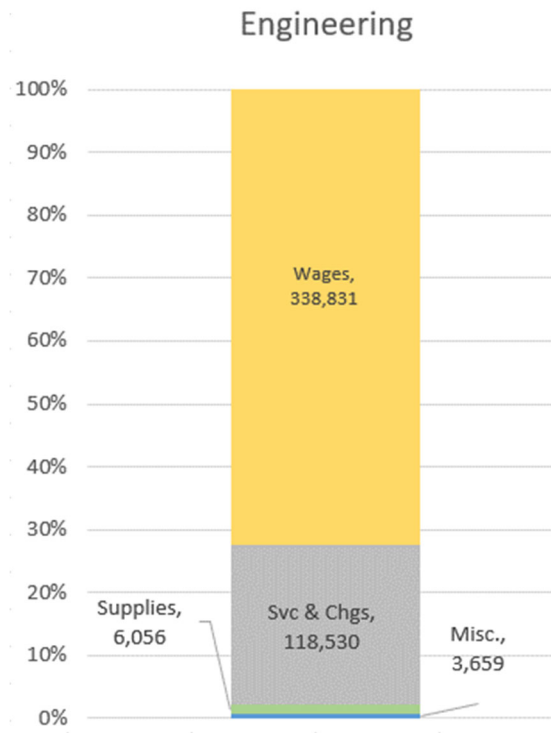
- Work with City departments to develop, design, and deliver public infrastructure projects.
- Prepare and administer Capital Improvement Plan (CIP), associated financing.
- Oversee public improvement construction contracts and funding from outside sources.
- Calculate special assessments associated with improvements and assist with assessment records and searches.
- Correspond and coordinate with other agencies and utilities regarding infrastructure improvements affecting the City.
- Review and provide support to developments done by private entities and the City's EDA.
- Oversee and ensure compliance with environmental regulations for water, wastewater and storm water.

Workforce (3.90 FTE):

- Mike Stifter Public Works Director
- Justin Black City Engineer
- VACANT Proj/Env/Reg Mgr
- Keith Messner Sr Engr Tech
- Chad Muchow Sr Engr Tech
- Jocey Jacobson Engr Secretary
- *Seasonal labor 0.20 FTE*

2024 Engineering budgets

Engineering:	\$ 467,076
<i>CIP-Infrastructure</i>	<i>\$ 4,339,713</i>
<i>CIP-Wastewater</i>	<i>\$ 1,135,000</i>
<i>CIP-Water</i>	<i>\$ 1,250,000</i>
<i>CIP-Storm Water</i>	<i>\$ 370,000</i>
<i>CIP-Engineering</i>	<i>\$ 65,000</i>
All Funds:	\$ 7,626,789



01/25 John Paulson departure for Apex Engineering
04/25 Keith Messner departure due to retirement
04/25 Corey Kurth start as Senior Engineering Tech

Under the guidance of the Public Works Director and City Engineer, working with other agencies and departments, Engineering facilitates cost-effective management of the City's physical infrastructure. To meet the City's vision, goals, policies, ordinances and standards, Engineering works to plan, administer and deliver a variety of improvements that provide for a multi-use transportation system, quality public facilities and quality utility services (water, sanitary sewer, storm water), all while striving to create a functional, connected, clean and healthy environment within the City.

Operations & Maintenance

Streets & Roadways, Forestry, Cemetery, Airport, HATS Facility and Storm Water

Primary services

Under the leadership of the Public Works Manager, Operations & Maintenance provides the following primary services:

- Roadway maintenance
- Snow removal & ice control
- Distribution system maintenance
- Collection system maintenance
- Vehicle & equipment maintenance
- Forestry operations
- Facility maintenance
- Cemetery operations
- Traffic operations
- Street sweeping & cleaning
- General services
- Administration & training

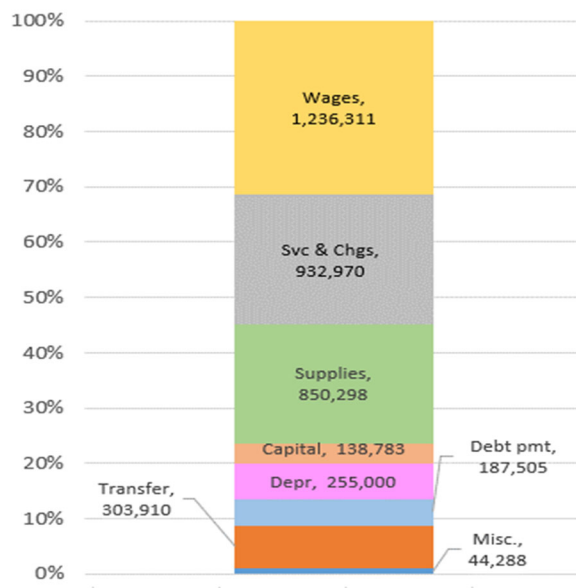
Workforce (11.55 FTE):

- Donovan Schuette **Public Works Manager**
- James Trnka **Maint Lead Operator**
- Hannah Kruger **Arborist**
- Tim Read **Equipment Mechanic**
- Mitchell Thompson **Sr PW Maint Operator**
- Pete Dehn **Sr PW Maint Operator**
- Joshua Alnes **PW Maint Operator**
- Goeffrey Hansen **Sr PW Maint Specialist**
- Aron Burmeister **PW Maint Operator**
- Nicholas Pagel **PW Maint Operator**
- Benjamin Schmidt **PW Maint Operator**
- McCoy Zajicek **PW Maint Operator**
- Sonja Muellerleile **PW Secretary**
- *Seasonal labor* **1.75 FTE**

2024 Operations & Maintenance budgets

Streets & Roadways:	\$1,658,663
Storm Water:	\$1,280,967
HATS Facility:	\$ 619,417
Cemetery:	\$ 157,245
Airport:	\$ 233,773
<i>CIP-Airport</i>	<i>\$ 350,000</i>
<i>CIP-HATS Facility</i>	<i>\$ 0</i>
<i>CIP-Misc. Infra</i>	<i>\$ 139,204</i>
<i>CIP-Streets</i>	<i>\$ 410,000</i>
<i>CIP-Stormwater</i>	<i>\$ 370,000</i>
<i>CIP-Cemetery</i>	<i><u>\$ 10,000</u></i>
All funds:	\$5,229,269

Operations & Maint



We had significant turnover this year from retirements. Of the 13 employees on this list, only 3 are currently in the position they started the year. The highlighted positions all have new employees in that role.

Public Works operations & maintenance employees are involved in providing many different services, routinely working across all divisions performing a wide variety of tasks to support departmental goals.

The department's management team consists of the Public Works Director, Public Works Manager, the Water Manager, Wastewater Manager and Project/Environmental/Regulatory Manager.

Water

Primary services

Under the leadership of the Water Manager, Water provides operations and maintenance services in the following areas:

- Water treatment
- Treatment plant operations & maintenance
- Water towers and storage
- Water meters
- Distribution system maintenance
- Response to service interruptions
- Coordination with improvement projects
- Utility locates
- Facility maintenance

Workforce (5.875 FTE):

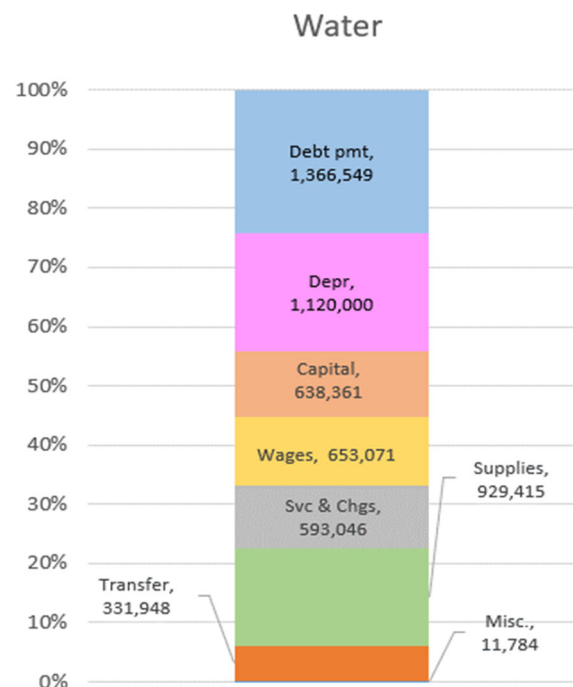
- Eric Levine Water Manager
- Jim Navratil Sr Water Plant Operator
- Randy Czech Water Plant Operator
- Finance staff 0.60 FTE
- *Seasonal labor* 0.25 FTE
- Ops and Maint 2.275 FTE

A W/WW Relief Operator was approved for 2025.

2024 Water budgets

Water:	\$5,644,175
<i>CIP-Water</i>	<u><i>\$1,250,000</i></u>
	\$6,679,175

A half-cent sales tax generates revenue of over \$1 million per year. This revenue helps to pay outstanding treatment plant debt.



The Water Manager oversees and coordinates staff involved in day-to-day operations and maintenance of the wells, water treatment plant, water storage, water meters and related process equipment and facilities. The Water and Wastewater divisions work together on a daily basis, assisting one another to ensure both plants function properly and meet permit requirements.

Major projects in 2024 consisted of a Service Line Inventory as required by the EPA as well as a Residential Water Meter project that replaced approximately 4200 of the nearly 5000 water meters in the community.

Wastewater

Primary services

Under the leadership of the Wastewater Manager, Wastewater provides operations and maintenance services in the following areas:

- Wastewater treatment
- Treatment facility operations & maintenance
- Collection system maintenance
- Response to service interruptions
- Coordination with improvement projects
- Utility locates
- Facility maintenance

Workforce (8.875 FTE):

- Bruce Frandle Wastewater Manager
- Zac Pedersen Wastewater Operator
- Eric Moore Sr WW Maint Operator
- Deb Paulson Lab Tech/WW Operator
- Tim Jarl WW Maint Operator
- Jace Drape Wastewater Operator
- Finance staff 0.60 FTE
- Seasonal labor 0.50 FTE
- Ops and Maint 3.475 FTE

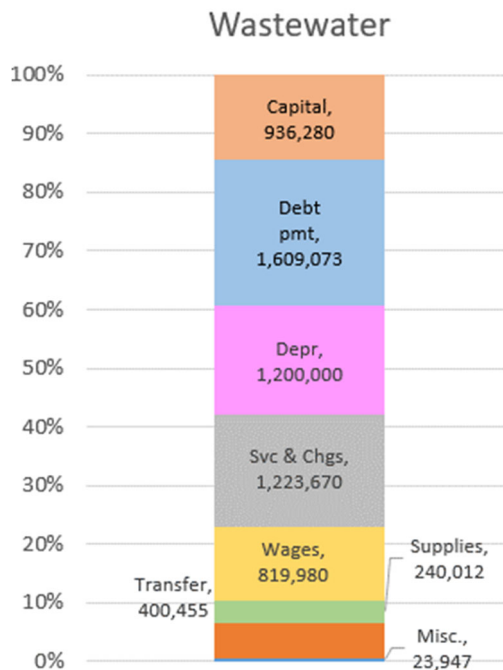
A W/WW Relief Operator was approved for 2025.

07/24 John Kent resigned as Maint Operator
 08-09/24 Jadrien Irwin worked as an Operator
 09/24 Tim Jarl started as Maint Operator
 10/24 Tim Gratke resigned
 12/24 Jace Drape started as Operator
 01/25 Bruce Frandle started as Manager

2024 Wastewater budgets

Wastewater: **\$6,453,417**
CIP-Wastewater **\$1,135,000**
\$7,588,417

A half-cent sales tax generates revenue of over \$800,000 per year. This revenue helps to pay outstanding treatment plant debt.



The Wastewater Manager oversees and coordinates the staff involved in day-to-day operations and maintenance of the wastewater treatment facility, lift stations and related process equipment and facilities. The Water and Wastewater divisions work together on a daily basis, assisting one another to ensure both plants function properly and meet permit requirements.

While there was a considerable amount of transition in 2024, the year ended on a good note by being fully staffed for the first time in nearly two years.

A major Biosolids project is anticipated to start in 2025 to replace two original Belt Presses with Centrifuges. Revenues on hand are expected to cover the cost. A new Jetting Truck was also purchased in 2024 with Revenues on hand.

2024 Significant Accomplishments

Major Improvements

- Michael Ct SW partial reconstruction + water main
- Oakland Ave SE (Echo-Jefferson) partial reconstruction + sewer main
- Franklin Ave SW (5th-Washington) full depth reclamation
- Fire department parking lot new construction
- Chip and fog seal 5th Ave SW (Main to Lynn), Century (Jefferson to Hwy 15), School Rd NW (Hwy 7 to C.R. 12)
- In-house RePlay asphalt sealant of over 2 miles of roads
- Asphalt overlay of Water plant back parking lot
- Reconstruct Wastewater plant entrance road

Utilities Projects

Water

- SCADA upgrades
- Security upgrades
- Service Line inventory conducted City-wide
- 4200 water meters replaced

Wastewater

- Lift station upgrades: Our Saviors, Elementary, and 5th Ave
- SCADA upgrades
- Security upgrades
- PFAS sampling & source identification
- Reissue discharge permits to significant industrial users.

Storm water

- Stormwater Resiliency Grant (N side) completed
- Lakes and River drainage modeling N of Crow River continued
- Storm water Resiliency Grant (S side) started
- 5th Ave Pond in Industrial Park completed
- Birdie Circle Pond improvement completed

Infrastructure Maintenance

- Street repairs and patching
- Trail repairs
- Alleys & parking lots
- Storm sewer repairs (various locations)
- Manhole lining – River line

Facility Projects

Airport - Complete hangar construction project, a private hangar was also completed,

large tree removal project

Cemetery - Fencing Projects completed

HATS Facility - New A/C installed, New hot water pressure washer installed

Vehicles & Equipment

Ops & Maint	Single-axle snowplow truck
	Tree planting truck
	Tandem-axle dump truck (used)
	Chipper body truck
	Sign truck with Crane
	Asphalt mill

Wastewater	Jetter truck
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Water	Tractor for Snow/Mowing
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Sustainability

Energy Kit Give Away at Mobile Home Parks

2025 Major Goals & Objectives

Major Improvements

- Dale St (Roberts-South Grade) reclaim with spot utility repairs
- Hassan St (Oakland – 1st NE) along with portions of 1st, 3rd, 6th, and 7th, reclaim with some sanitary repairs and storm sewer lining projects
- Stony Point reclaim with curb drain installation
- Chip and Fog seal Century (Hwy 15 to Dale), California (Hwy 7 – School Rd), Industrial Park.
- Micro-surface (asphalt treatment) Jefferson (Oakland to Century, 5th ave SE (main to 5th ave bridge), Roberts park
- Increase ash removals and replacements

Utilities Projects

Water

- Permeate pump VFD installation
- Biofilter air modifications
- Meter replacement completed
- Service Line inventory completed
- Well 6 rehab
- Membrane replacement

Wastewater

- Refine SCADA upgrades
- Start large scale sewer lining project
- Install remote lift station controls
- Aeration/mixing optimization (E ditch)
- Biosolids optimization project
- PFAS sampling & source identification
- Replace solar field invertors

Distribution/Collection

- Storm sewer (Clean out Southfork pond)
- Curtain grouting – (California St, Alaska Ct)

Infrastructure Maintenance

- Street repairs, patching
- 50,000 lineal feet of crack seal
- Trail repairs
- RePlay 2-3 miles of roads
- Alleys & parking lots
- Storm water pond & pipe repair

Facility Projects

Airport: Tree removal, drainage ditch, and runway infield re-grading project

Cemetery: Overlay 20% of road surface

HATS Facility: Bonding request (tempered storage, fuel system, mechanic space)

Water: Entrance road reconstruction

Wastewater: Overlay facility service road

Stormwater: Potential start to Lakes/Rivers
Purchase of property for new Regional Pond

Vehicles & Equipment

Ops & Maint Single-axle snowplow truck
Leaf Vacuum
Water infrastructure service truck
Skid steer box plow
Insert salt/sand spreader

Sustainability

Maintain Green Step Cities Step 4 & 5 status

Dale and Hassan street will have work done on it this year as a new road surface will be applied and various underground utility repairs will be made. Stony point will receive a new road surface along with curb drain installation. Several street segments adjacent to Hassan will receive road treatment and spot utility repairs.

A new asphalt preservation technique will be tried on 5th ave SE, Jefferson St SE, and Roberts Park parking lot. This treatment has more benefits than chip and fog seal alone but is more expensive. We will monitor the results to determine whether this treatment will be added into our maintenance toolbox.

Work on the treatment plants will continue, as refinements are made to recent facilities and control systems.

Emerald Ash Borer is now just a few miles east of town (if not closer), we will be accelerating ash removals and replacements.

2025 Major Goals & Objectives

Funding, Studies, Planning & Initiatives

Street Corridor Project Initiatives

- School Rd Corridor Study
- Construction cost analysis

HATS Facility

- Support McLeod County in their bid for state bonding for the addition of 18,000 SF vehicle & equipment storage, fueling site construction and mechanics' shop improvements.

Airport

- Complete tree removal, ditch cleanout, and runway infield re-grading projects.
- Support Mn CAP funding requests to complete their training facility.

Lakes and River Basin Improvements

- Pursue additional funding sources to support improvements.
- Identify and coordinate proposed improvements with Mn Dept. of Natural Resources, McLeod County and Renville County Soil & Water Conservation Districts.

McLeod County Public Works

- Coordinate potential improvements with McLeod County

Water Distribution System

- Phase 2 of a Water Plant Study conducted
- Cross-connection/backflow program reviewed and updated

Wastewater

- Optimization of biosolids management operations
- PFAS monitoring and source reduction efforts; new SIU local limits

Stormwater Collection/Treatment Systems

- Storm water system resiliency hydrology & hydraulic modeling (S side)

City Sustainability Committee

- Develop climate action plan
- EV Smart City designation

Other

- Assist in updating of Safe Routes to School Plan
- Assist with development of the City's updated 5-year Strategic Plan

On an ongoing basis, Public Works staff works closely with MnDOT, McLeod County Public Works, MnDNR, MnPCA, MnDOH, and other government agencies to identify, develop and/or coordinate improvements and initiatives.

Community Survey

Periodically the City conducts the National Community Survey. In the most recent 2023 survey, citizens identified the Economy and Safety as their two most important issues. Several categories in the survey relate to Public Works, including:

<u>Category</u>	<u>Score</u>	<u>Comparison to national benchmark</u>
Overall quality of trans. system	63%	Similar
Ease of walking	84%	Higher <i>slight decrease from 2019</i>
Travel by bicycle	78%	Higher <i>slight increase from 2019</i>
Travel by public transportation	38%	Similar <i>slight decrease from 2019</i>
Travel by car	80%	Similar <i>slight increase from 2019</i>
Public parking	70%	Similar <i>slight increase from 2019</i>
Traffic flow	53%	Similar <i>slight increase from 2019</i>
Street repair	43%	Similar <i>significant increase from 2019</i>
Street cleaning	68%	Similar <i>significant increase from 2019</i>
Street lighting	74%	Similar <i>slight decrease from 2019</i>
Snow removal	76%	Similar <i>same as 2019</i>
Sidewalk maintenance	64%	Similar <i>slight decrease from 2019</i>
Traffic signal timing	57%	Similar <i>same as 2019</i>
Drinking water	84%	Similar <i>slight increase from 2019</i>
Sewer services	88%	Similar <i>slight decrease from 2019</i>
Storm drainage	86%	Higher <i>slight increase from 2019</i>

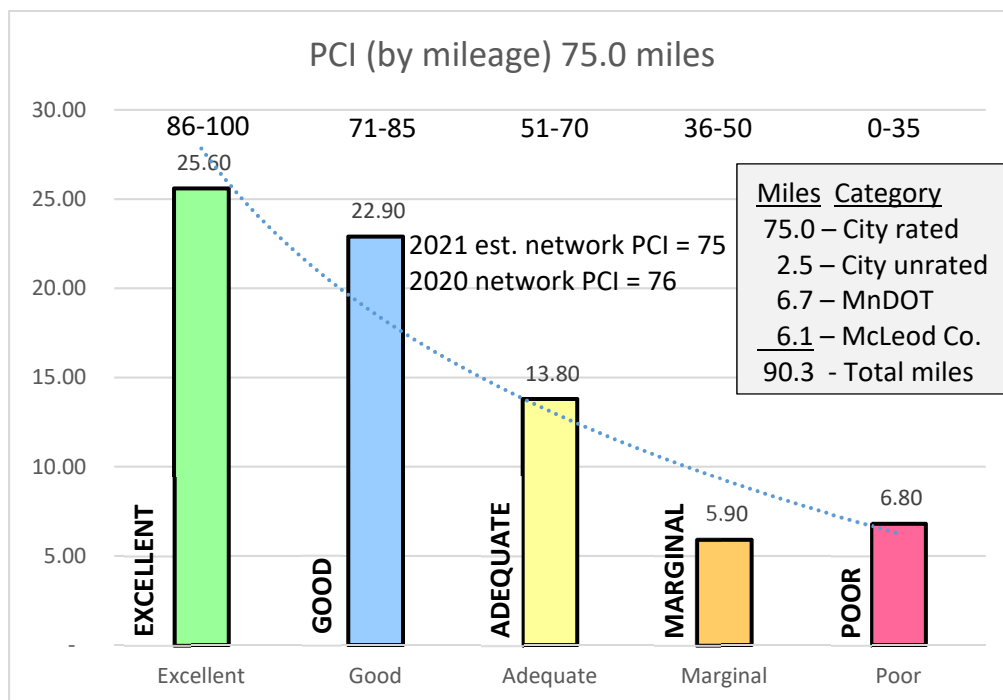
These surveys help to identify strengths and weaknesses in services provided by the department. Most residents positively assessed the overall quality of the transportation system in Hutchinson. Several categories were rated higher than national benchmarks, including ease of travel by walking, the availability of paths and walking trails and storm water drainage. In 2023, residents gave significantly higher ratings to street repair and street cleaning. There were slight increases in several categories and slight decreases in other categories, but, on the whole, 2023's survey improved when compared to 2019.

Street repair increased by 17 points, making it the most significant improvement since 2019, resulting in scores comparable to communities nationwide. Street cleaning increased by 10 points, another area of significant improvement compared to 2019.

About 65% of residents supported a \$250,000 property tax increase dedicated to fixing, repairing and upgrading city streets and related infrastructure. 59% of respondents supported a \$500,000 tax increase. About 47% of respondents supported a \$1,000,000 tax increase. As expected, considering the increase in Street repair scores, these represented a slight decrease when compared to 2019.

Public Works staff believes that positive street repair responses may have been influenced by a number of busy, private roadways and private parking lots being repaired in the survey period, following significant frost damage in 2019. The City does not maintain private roadways and parking lots. Several major public capital projects and overlays done in the survey period, which also likely affected improved street repair scores.

Pavement Management



Since 1996, the City has used a pavement management system to help manage its significant investment in pavements, worth well over \$200 million replacement cost (+/- \$15,000 per capita). Pavement condition index (PCI) is determined by periodically conducting physical surveys of each pavement section, usually every three years (next survey 2026). Surveyors catalog pavement distresses and assign corresponding deductions. PCI is based on a 100-point scale (100 = no distress; 0 = fully deteriorated street). Further categories are: Excellent, Good, Adequate, Marginal and Poor.

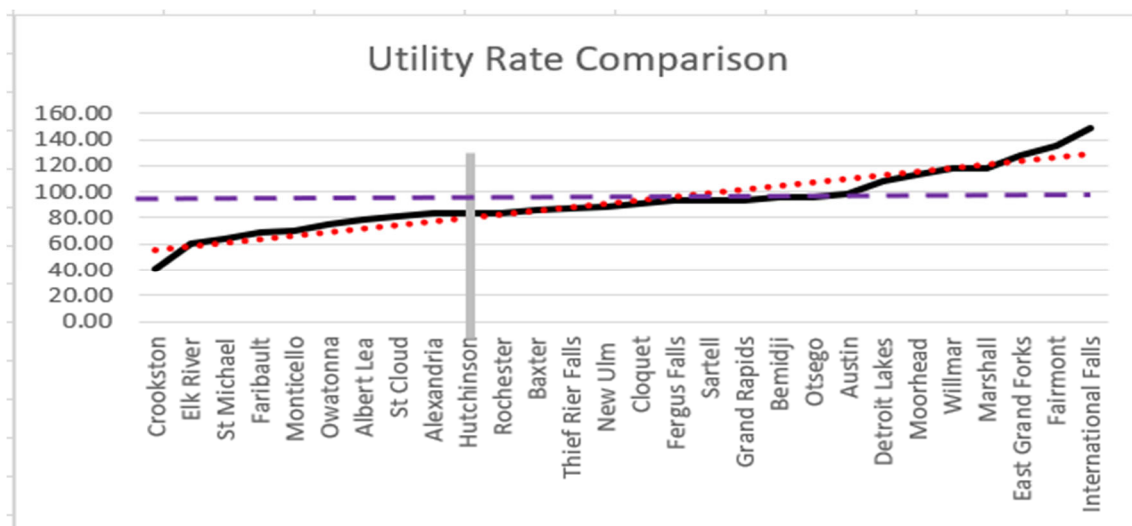
The City's goal is to maintain network PCI at 65–75. The current estimated network PCI = 75. In 2023 and 2020, the last surveys, network PCI was 76. Between physical surveys, pavement sections are assigned predetermined deterioration curves to calculate estimated PCI. Maintaining stable scores over the last 7 years shows that spending and project selection are effective and efficient.

Using average costs for various maintenance options, a budget is calculated. The budget considers increasing PCI by 10%, decreasing PCI by 10% or keeping PCI scores the same. Projects identified in all three scenarios represent high value projects, so they typically end up in the Capital Improvement Plan (CIP). Other considerations also affect project selection, such as traffic safety, condition of related infrastructure, provision for pedestrian and bicycle facilities, etc.

The system continues to indicate a need for more overlay projects. Several small maintenance overlay projects have been done recently and larger overlay projects are included in the CIP. Reclaim projects along with spot utility repairs have also proven to be very cost-effective. Increasing attention has also been paid to preservation techniques using RePlay or Reclamite.

Utility Rates - Total

Data is from AE2S Annual Utility Rate Surveys, conducted for more than 20 years. These surveys consist of a number of utilities located in the upper Midwest who voluntarily provide information to AE2S.



Source: AE2S 2024 Annual Utility Rate Survey

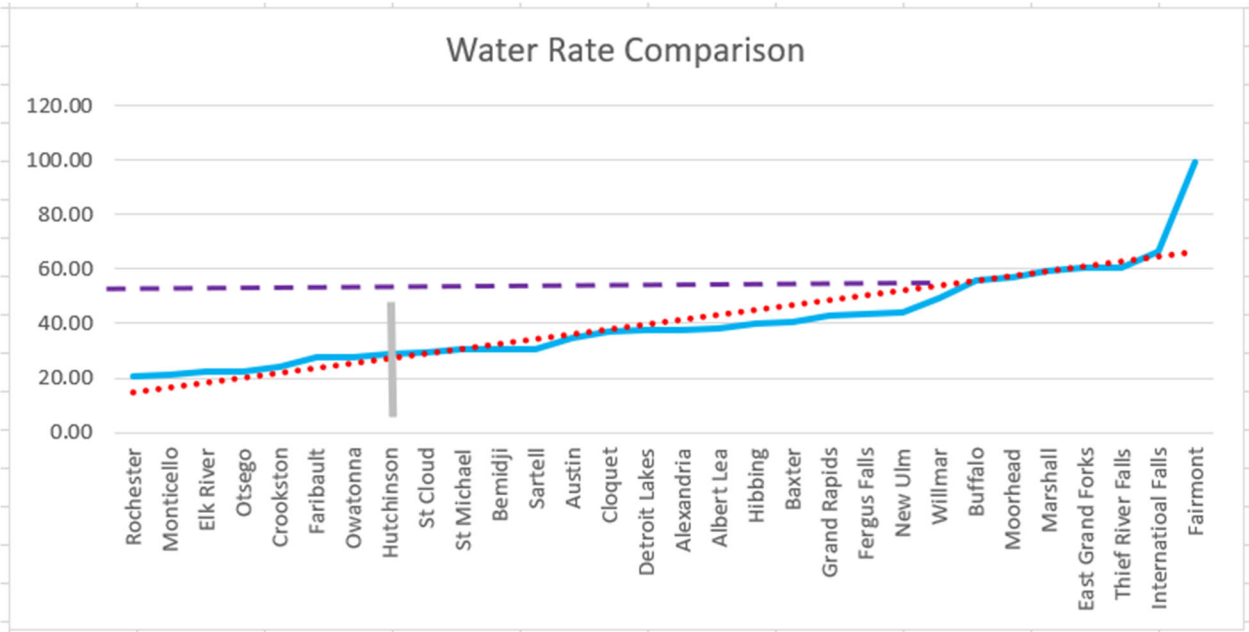
Hutchinson's total utility rates are below average (-11.8%), when compared to other outstate Minnesota cities included in the survey. Total utility rates are substantially lower (-39.5%) than average rates of the top five cities surveyed.

From 2007-2008, when the treatment plants were upgraded to 2012 when the local option sales tax began, Hutchinson's rates had been among the highest in outstate Minnesota. Debt service for treatment plant improvements, combined with lower revenues following the 2008 recession, had resulted in high rates.

In 2012, voters approved a local option sales tax, which ends next year in 2026. In 2024, actual sales tax receipts were just over \$1.86 million. This revenue helps to pay off debt. The sales tax, along with recent changes to rate structures have stabilized revenues, allowing for needed repairs and maintenance.

Changes to water and wastewater rates began in 2023. Rates were implemented to create a fair rate system that better distributes fixed and variable costs, accounts for future needs at the plants, recognizes debt service needs and to address current and potential regulatory issues. Sewer rates continue to track just better than budgeted while Water rates lag, more so in 2024 given the wet Summer as compared to the drier year in 2023.

Utility Rates - Water



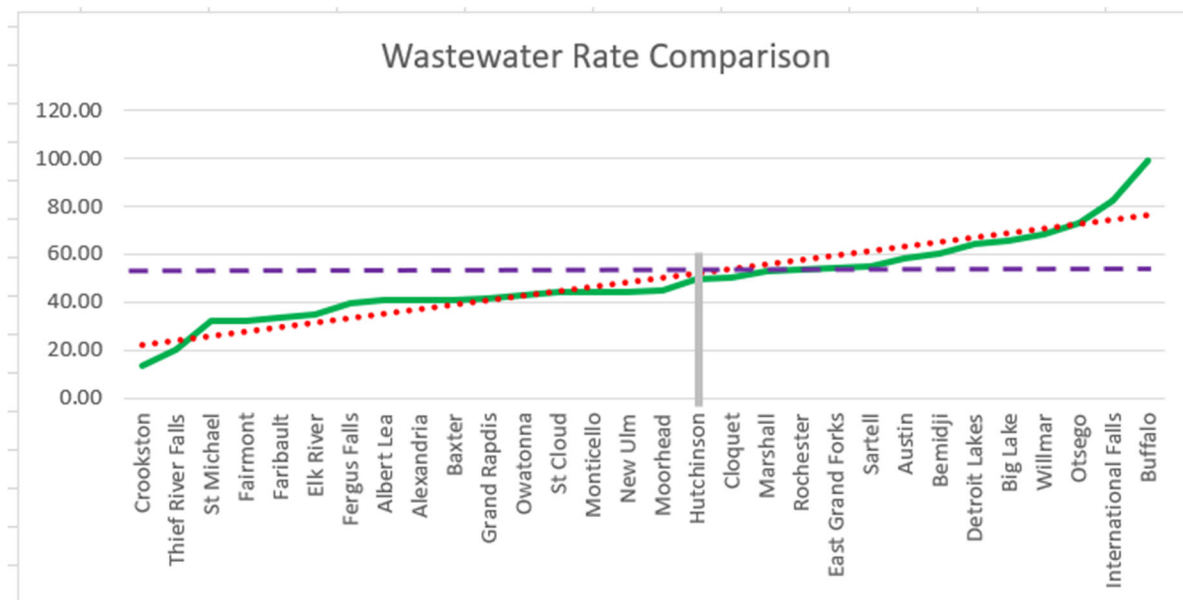
Source: AE2S 2024 Annual Utility Rate Survey

Hutchinson’s water rates are notably below average (-29.1%), when compared to other outstate Minnesota cities included in the survey. Water rates are substantially lower (-58.4%) than average rates of the top five cities surveyed.

A new utility rate structure began in 2023. The rate structure implemented a conservation rate structure, required by the State. The new rate structure segregates base charges for single-family residential (1.0 REU), multi-family residential (0.65 REU) and commercial/industrial water use (based on meter size). Residential increasing block rates are based on 6,000 gallons/month. Commercial/industrial water rates are uniform. This new rate structure was designed to more fairly distribute fixed and variable costs of operating the water supply system.

A separate classification for irrigation water was included in the new water rate structure. Customers can purchase irrigation deduct meters to avoid corresponding wastewater rates.

Utility Rates - Wastewater



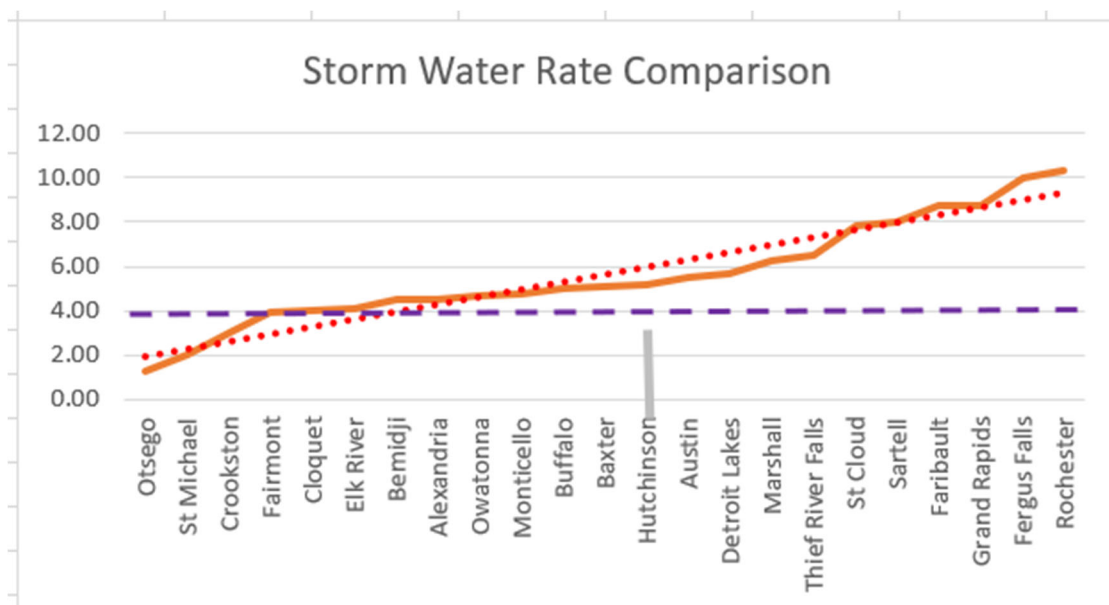
Source: AE2S 2024 Annual Utility Rate Survey

Hutchinson's wastewater rates are slightly below average (-.6%), when compared to other outstate Minnesota cities included in the survey. Rates are substantially lower (-31.3%) than average rates of the top five cities surveyed. Previously rates were just above average in 2023.

In 2023, changes to the City's wastewater rate structure were implemented. The new rate structure segregates base charges for single-family residential (1.0 REU), multi-family residential (0.65 REU) and commercial/industrial wastewater (based on meter size). The new rate structure more fairly distributes fixed and variable costs of operating the wastewater treatment system. Use rates remained the same for all customers. Rates are applied to actual water use throughout the year. By installing a deduct meter, customers avoided any wastewater rates applied for irrigation water.

There are significant capital needs at the wastewater treatment facility. Much of the facility is well over 30 years old. The aging infrastructure requires ongoing capital investments and upgrades to maintain the capability for treating wastewater. Public Works staff also continue to work with consultants and the MPCA to understand how potential changes in permit requirements will affect future operating costs, infrastructure costs and/or required plant improvements.

Utility Rates – Storm Water



Source: AE2S 2024 Annual Utility Rate Survey

Hutchinson's storm water rates are well below average (-15.7%), when compared to other outstate Minnesota cities included in the survey. Rates are substantially lower (-52.8%) than average rates of the top five cities surveyed.

Over the last few years, the focus has been on the area around the Recreation Center/Civic Arena. In this phased project, the pond at Linden Park was constructed, storm water infrastructure was installed on the east side of the project area and streets were reconstructed on the east side. Along with a project in 2023 to address the area west of the Recreation Center/Civic Arena, finishing touches in 2023 completed this multi-year project.

Public Works staff has recommended a phased-in rate increase to account for costs of the Residential Leaf Vacuum service. Even with these additional charges, rates are anticipated to stay below average for now.

There are significant capital needs for storm water infrastructure. Efforts in forthcoming years will focus on understanding the resiliency of local storm water systems in specific areas based on two studies that have been conducted. Currently one project is being considered in the NE portion of the city to accommodate both neighborhood flooding concerns as well as future development.

Public Works staff also continues to work with consultants and the MPCA to consider how changes to future permit requirements will affect future operating and infrastructure costs.