

THE HUTCHINSON UTILITIES COMMISSION OF HUTCHINSON, MINNESOTA, IS SEEKING AN EXPERIENCED

NATURAL GAS MANAGER

THE HUTCHINSON COMMUNITY

The city of Hutchinson is a progressive community located in south-central Minnesota. Hutchinson's resident population is approximately 14,700 and has a labor market area around 36,000. The City is located at the intersection of State Highways 7, 15 and 22 – situated only 60 miles west of Minneapolis, 50 miles south of St. Cloud, and 70 miles northwest of Mankato.

Known as a great place to raise a family with a high quality of life, the City made *24/7 Wall Street/USA Today's* list of America's 50 best cities to live (#42) in 2018. Hutchinson takes pride in its diverse economy centered on high tech manufacturing and agriculture, while at the same time preserving a small-town atmosphere that features a vibrant downtown, clean tree-lined streets and neighborhoods, beautiful parks, the Crow River and an extensive local trail system that ties into the Luce Line State Trail.



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



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



Mission Statement

The Hutchinson Utilities Commission will provide safe, economical, reliable electric and natural gas and related services within our service territory and the Midwest, while contributing economic vitality to the City of Hutchinson.

Value Statement Goals

reliability, competitive, customer service, quality of life, safety, forward-looking

www.hutchinsonutilities.com

HUTCHINSON UTILITIES COMMISSION (HUC)

Hutchinson Utilities Commission (HUC) is governed by a home rule charter and organizational by-laws. HUC is comprised of a 5-member commission appointed by the city council. Each commission member can serve two (5) year terms and is responsible for the strategic direction and operations of the electric and natural gas public utility.

The General Manager is appointed by the board of commissioners and is responsible for directing the day-to-day activities of the Hutchinson Utilities Commission. The current General Manger has served the Hutchinson Utilities Commission since May of 2014 and has overall responsibility for 51 employees working for the organization.



What is Hutchinson Utilities Commission?

The Municipal Electric Light Plant was established in 1935 as a result of a special election authorizing the establishment of a new generating plant and distribution system through a bond issue of \$250,000 to pay for the construction. The vote was 1,187 for and 128 against. Contracts were awarded for the construction of a new power plant building at the intersection of State Highways 7 and 15. The contract included three (3) 625 hp 430 kw diesel generating units, switchboard, a complete distribution system and other auxiliary equipment. On November 28 1936, construction was completed and by January of 1937, over 600 customers were connected. By the end of March, the system was serving 1,171.

The City Charter was amended in 1935 to create a Utilities Commission to manage and operate the system.

In 1960, the City constructed a natural gas distribution system, buying natural gas from Northern Natural Gas Company, and selling it to the citizens of Hutchinson and the surrounding rural area. Natural gas was also used in firing the dual generating units of the light plant.

In 2003, in order to control natural gas transportation costs, Hutchinson Utilities constructed a high-pressure natural gas transmission pipeline to serve this community.

This transmission line is interconnected with Northern Border Pipeline near Trimont, Minnesota which allows Hutchinson Utilities to transport natural gas to its customers in addition to other municipal utilities and industrial end users located along the pipeline corridor.

Since 1936, the Hutchinson Utilities Commission, consisting of three (3) qualified voters of the City of Hutchinson, has operated the Municipal Electric Plant and the Natural Gas Distribution System. It was established by Section 17 of the City Charter that the Commissioners be appointed by the City Council, one (1) every two years, for a six-year term. No Commissioner can serve more than two (2) successive terms. The Commission elects a President, Vice President, and Secretary.

In November of 1987, the City Charter was amended to expand the Utilities Commission to a five (5)-member board. Each Commissioner's term will be five (5) years and no Commissioner can serve more than two (2) successive terms.

The City Charter gives the Commission full, absolute and exclusive control of and power over the Electric and Natural Gas Operations of Hutchinson Utilities. The Commission hires a General Manager to manage the day-to-day operation of the Utilities.

The Hutchinson Utilities Commission has, for many years, made substantial cash contributions to the General Fund of the City of Hutchinson from surplus earnings of both the electric and gas divisions of the Utilities.

Hutchinson Utilities Commission has provided and will continue to provide to its customers, electricity and natural gas at the lowest possible cost.

The Natural Gas Division

The Natural Gas utility started in 1960. After the light & power company was established and financially profitable the Commission and City Council had aspirations of launching a municipal natural gas division. Consumerism was increasingly on the rise in America; the desire to have the conveniences of a modern stove and furnace ignited a desire for a more affordable and reliable way to get gas. Natural gas was rapidly becoming the most widely used and convenient fuel available in the United States; since 1938, natural gas had become progressively more plentiful each year with output rising 200 percent over a 16-year period. It gained popularity as an attractive commodity because the price for gas made it a more affordable fuel source than coal or fuel oil. Transitioning to gas was going to save Hutchinson rate payers 25 percent on their bills. At that time, Hutchinson had only one privately-owned gas company in town, Hutchinson Gas Company, which had a limited service area and limited capabilities. Today the Natural Gas Division is comprised of Distribution and Transmission facilities.

Distribution

Hutchinson Utilities Commission Gas Distribution system consists of 297 miles of gas lines and has 6015 gas meters coming off the system.

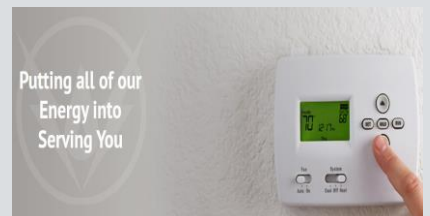
Transmission

Hutchinson Utilities Commission added a transmission line in 2003 from Trimont, MN to Hutchinson, MN. This transmission line has been instrumental in reducing transmission rates on the flow of natural gas and has afforded HUC the opportunity to sell space on the transmission line to customers outside of the community. The transmission line consists of 93 miles.



HUTCHINSON UTILITIES COMMISSION NATURAL GAS DIVISION – BY THE NUMBERS:

- **6015** Gas Meters in Hutchinson
- **284** Gas Meters in Brownton
- **297** Miles of Gas Lines
- **108** Miles of Distribution Mains
- **93** miles of Transmission Line
- **12** Regulator Stations
- Operate & Maintain two small town distribution facilities
- Operate & Maintain an Ethanol Plant's transmission & distribution facilities
- Provide transportation services to various other customers.



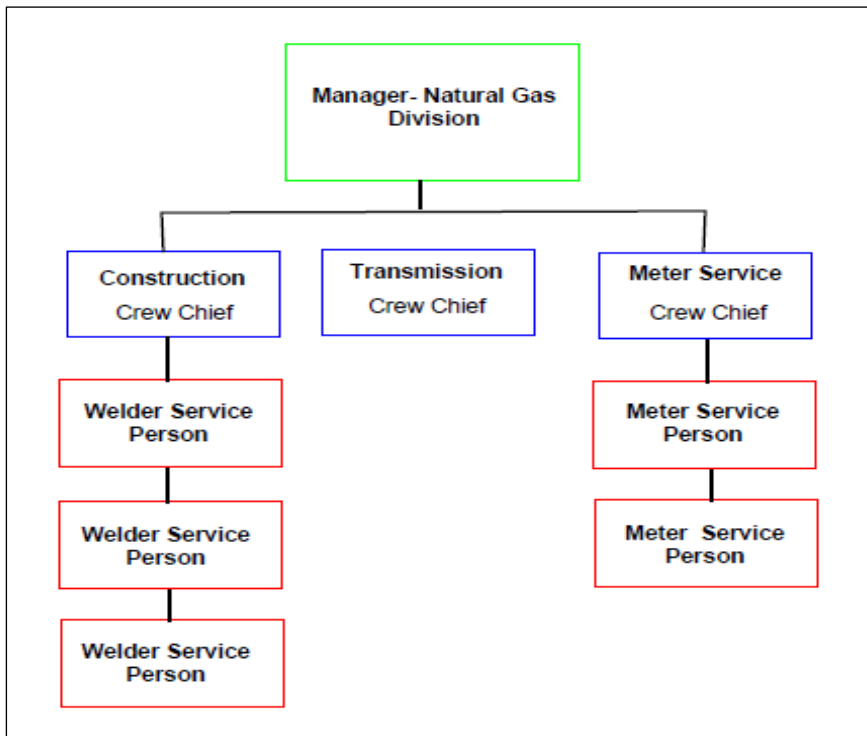
THE HUTCHINSON UTILITIES COMMISSION

NATURAL GAS MANAGER POSITION

The Hutchinson Utilities Commission is seeking a qualified Natural Gas Division Manager to lead the daily operations of the natural gas division due to a recent retirement. The next manager should possess strong leadership and strategic planning skills with a strong ability to thrive in a team environment.

The Natural Gas manager is responsible for providing the coordination activities for the Natural Gas Division, with preferred knowledge in these areas: natural gas transmission and distribution systems, natural gas commodities, pipeline balancing, natural gas contract structures, state and federal regulatory knowledge pertaining to programs and operations of natural gas facilities, and the ability to work with contractors, consultants, public officials, and the public.

The Hutchinson Utilities Commission is looking for someone who can be mindful of the past but with an eye to the future. The natural gas manager will be responsible for the direct oversight of 8 employees comprised of various division functions.



Hutchinson Schools

Hutchinson Independent School District #423 is the local public-school system consisting of West Elementary (preK-1), Tiger Elementary (2-3), Park Elementary (4-5), Hutchinson Middle School (6-8) and Hutchinson High School (9-12). Current enrollment of the district is approximately 2,750.

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

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

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

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

EXPERIENCE AND EDUCATION

Minimum Requirements

- BA/BS in Engineering/related field or equivalent education and work experience.

Desirable Qualifications, Skills, and Abilities

- Minimum of five (5) years' experience in the utility industry.
- Considerable knowledge of policies, laws and regulations affecting natural gas utility and pipeline activities.
- Experience in commodities and evaluating fundamental market trends, assessing forward market prices and developing hedging strategies.
- Ability to communicate effectively, verbally and in writing with staff, media, consultants, City of Hutchinson, other governmental agency representatives, utility officials, and the general public.
- Ability to maintain effective working relationships with all levels of customers, employees, officials, vendors, contractors and the general public.
- Ability to write and negotiate agreements.
- Supervisory/management experience with the ability to supervise, train and evaluate staff.
- Organizational skills and ability to quickly prioritize under emergency conditions.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Experience with AutoCAD and Gas Modeling Software a plus.

Special Requirements

- Valid Minnesota Driver's License.

COMPENSATION AND BENEFITS

- **\$136,540.39-\$184,329.54** (2025 Annual Salary Range)
- State of Minnesota PERA retirement program
- Health Insurance – Health Savings Account (\$4,000 contribution for family coverage, \$2,000 for single)
- Dental Insurance – single or family coverage
- Life Insurance
- Long-term Disability Insurance
- Salaried Compensatory Time
- Separate Vacation and Sick Leave
- Paid Holidays



APPLICATION REQUIREMENTS

All qualified applicants are encouraged to **apply by February 7, 2025**. This is the deadline date for the first review of applications. **The position will remain open until filled.**

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

Angie Radke
Administrative/HR Coordinator
Hutchinson Utilities Commission
225 Michigan St SE
Hutchinson, Minnesota 55350

Application packets are available at Hutchinson Utilities Commission, City Center, and on the Utilities and City website at

www.hutchinsonutilities.gov
www.hutchinsonmn.gov, and can be requested via e-mail at aradke@hutchinsonmn.gov or by telephone at 320-234-0501.

Questions regarding the application process may be directed to the Hutchinson Utilities Commission Administrative/HR coordinator at 320-234-0501.

