

# CITY OF HUTCHINSON

## INTEREST FORM

### FOR SERVING ON BOARDS/COMMISSION

[www.ci.hutchinson.mn.us](http://www.ci.hutchinson.mn.us)

Hutchinson City Center, 111 Hassan St. SE, Hutchinson MN

Fax # (320) 234-4240

Phone # (320) 587-5151

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Number of years as Hutchinson Resident: \_\_\_\_\_

I am interested in serving on the following City Board or Commission:

- Airport Commission (5 yr. term)
- Bicycle/Pedestrian Advisory Committee (3 yr. term)
- Charter Commission (4 yr. term)
- City Tree Board (3 yr. term)
- Creekside Renewables Advisory Board (3 yr. Term)
- HRA Board (5 yr. term)
- EDA Board (6 yr. term)
- Library Board (3 yr. term)
- Park/Rec/Comm Ed Board (3 yr. term)
- Planning Commission (5 yr. term)
- Police Civil Service Commission (3 yr. term)
- Public Arts Commission (3 yr. term)
- Senior Advisory Board (3 yr. term)
- Utilities Commission (5 yr. term)

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Explain why you are interested in this board/commission: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any prior/current experience that may relate to serving on this board/commission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please List Other Municipal Boards and/or Commission you may have served.**

**Years Served**

- |           |                |
|-----------|----------------|
| 1.) _____ | _____ to _____ |
| 2.) _____ | _____ to _____ |
| 3.) _____ | _____ to _____ |
| 4.) _____ | _____ to _____ |

Please return completed form to Melissa Starke at City Center, 111 Hassan Street SE, if you are interested in serving on any of the above boards/commissions. We thank you for your interest. This form will be placed on file and we will refer to the file as openings occur.

## **Description of Boards/Commissions**

**Airport Commission:** The Airport Commission meets at 5:30 p.m. as needed at the airport. The Commission consists of six members, five of whom shall be residents of the City and serve staggered five (5) year terms and one of whom shall be a member of the City Council. The Commission shall advise the City Council in all matters dealing with the airport and its operations.

**Bicycle/Pedestrian Advisory 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 issues related to bicycling and pedestrian needs in Hutchinson, advocates for pedestrian and bicycling infrastructure improvements, and promotes recreational walking and bicycling in the city.

**Charter Commission:** The Charter Commission members serve a four year term and meet as statutorily required.

**City Tree Board:** The City Tree Board meets at 5:15 p.m. the last Monday of the month at the City Center. The Board consists of five members, four of whom shall be residents of the City, serve staggered three year terms and one of whom shall be a member of the City Council. The City Forester shall serve as an ex officio member. The Board shall study, investigate, counsel, and directly advise in the administration of a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along street and in other public areas.

**Creekside Renewables Advisory Board:** The Creekside Renewables Advisory Board meets at 4:30 p.m. on the third Wednesday of each quarter. The Board consists of seven members, one of whom is a City Council Member, whom serve staggered three year terms. The Creekside manager shall serve as an ex officio member. The purpose of the Creekside Renewables Advisory Board shall include but is not limited to: advising the City Council on topics concerning the operation of any city-owned organics processing facility and development for other renewable products to create a self-sustainable community; providing input to City staff and the City Council as to the continued use and environmental-friendly manufacturing of compost and other products that would otherwise be unused waste materials; developing Creekside facility into an energy-sustainable facility that will serve as a model throughout the community; acting as a liaison between the City of Hutchinson and those neighboring any process facility(ies) to address questions or concerns about Creekside's facility or processing operations.

**Economic Development Authority:** The Economic Development Authority meets at 7:00 a.m. on the fourth Friday of the month at the City Center. The Board consists of seven commissioners, two of whom must be members of the City Council and five who are members of the Hutchinson Community Development Corporation. Appointments to the EDA are made by the Mayor and approved by the City Council. Commissioners serve staggered six year terms. The EDA works to promote the continued growth and development of the community of Hutchinson, in partnership with the City and the Chamber of Commerce. The EDA administers two grant programs and two revolving loan programs.

**Hutchinson Housing and Redevelopment Authority (HRA):** The HRA Board meets at 8:00 a.m. the 3<sup>rd</sup> Tuesday of the months at the City Center. The Board consists of five members, four of whom shall be residents of the City and serve staggered five year terms and one of whom shall be a member of the City Council. The HRA administers housing programs on behalf of the City of Hutchinson and McLeod County and promotes developments of needed housing.

**Library Board:** The Library Board meets at 4:30 p.m. the 4<sup>th</sup> Monday of the month at the Library. The Board consists of seven members all of whom shall be residents of the City and shall serve staggered three year terms. The Library Board shall adopt by-laws and regulations for the government of the library and for the conduct of its business as may be expedient and conformable to law.

**Park/Recreation/Community Education Board:** The PRCE Board meets at 5:15 p.m. the 1<sup>st</sup> Monday of the month at the City Center. The Board consists of thirteen members, ten members of whom shall be

residents of the School District and serve staggered three year terms; one School Board member, one City Council member and one student who serve two years. The Board shall study and determine the park, recreational and community education needs of the City and School District respectively and makes recommendations to their respective entities.

**Planning Commission:** The Planning Commission meets at 5:30 p.m. the 3<sup>rd</sup> Tuesday of the months at the City Center. The Commission consists of six members, five of whom shall be residents of the City and serve staggered five year terms; one City Council member. The Planning Commission shall have all the powers and duties defined or granted in the statutes and the City Code relating to planning, zoning and subdivision regulation and shall act in an advisory capacity to the City Council.

**Police Civil Service Commission:** The Police Commission by statute meets the 1<sup>st</sup> Monday in February and after that meeting, at the call of the Chairman. The Commission consists of three members whom shall be residents of the City and serve staggered three year terms. The Commission supervises the hiring, promotion, discharge, and suspension of all officers and employees of the Police Department of the City of Hutchinson and these powers shall extend to and include all member of the Police Department.

**Public Arts Commission:** The Public Arts Commission consists of five members, four of whom will serve staggered three-year terms, and one of whom shall be a member of the City Council. The Director of Planning/Zoning/Building and the Director of Parks/Recreation/Community Education shall be ex-officio members. The Commission will establish standards and guidelines for donations of public art to the City of Hutchinson, establish procedures and maintenance of public art, evaluate funding resources, and determine guidelines for accepting or declining gift of public art. The Public Arts Commission shall act in an advisory capacity to the City Council on issues regarding public art.

**Senior Advisory Board:** The Senior Advisory Board meets at 9:30 a.m. the 3<sup>rd</sup> 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 management and use of the multi-purpose senior center, and shall develop and maintain a management plan which provides opportunity for all senior-related activities to flourish.

**Utilities Commission:** The Hutchinson Utilities Commission meets at 3:00 p.m. the last Wednesday of the month at the Utilities Office. The Commission consists of five members all of whom must be registered voters of the City and serve staggered five year terms. The Commission shall have full absolute and exclusive control and power over the City Electric Plant, the City Electric Plant distribution system, the City Gas Plant and the City Gas distribution system.