



Sartell City Council Workshop Agenda

City of Sartell Council Chambers

125 Pinecone Rd N, Sartell, MN

March 10th, 2025

Immediately Following the Regular City Council Meeting

- 1. Call to Order & Approve Agenda**
- 2. Policy Interpretations**
 - 2.9 Planned & Purposeful Development Draft Review
- 3. Council Education & Training Topics**
 - Community Grant Programs
 - Fire Chief Job Profile
- 4. Policy & Ordinance Development**
- 5. Governance Planning**
- 6. Community Linkage**
- 7. City Council Performance Assessment**
- 8. Council Roundtable**



March 10th, 2025
Special City Council Meeting



Community Grant Programs

Community Grant Program Funding Request

- **Foundations Autism Project Background:**
 - See the “Report to the City Council: Building Permit Fees and Subsidy Request, Foundations Autism Project” for a more detailed background regarding this project and funding request. We will not go into details within this presentation and instead focus on the application for the Community Grant Program itself.
 - Foundations Autism is concerned about increased public attention and has requested that the City Council review this request in a workshop before the public release of Council packets on March 24th. This would allow for discussion and ensure support for the application before it moves forward for approval.
- **Foundations Autism Community Grant Program Application:**
 - Officially opened on January 30th, 2025
 - Eligible for the Community Grant Program for Childcare, as they provide day-services for special education children
 - The number of children they provide this service to would qualify them for the highest tier of funding.
 - Foundations Autism is requesting a maximum of \$3,300 to match the difference in permit fees from 2024 to 2025 based on the revised ICC valuations. The calculation of the amount requested for the Community Grant Program is the only thing related to the fee reimbursement itself.
 - This is a unique situation, but this solution provides support to a local business who plans to stay and grow in Sartell.
 - Intend to use the funds for a Rainbow Play System between their two clinics, for use by childcare clients.
- **Next Steps:**
 - Application will be brought forth to the City Council on the March 24th City Council Meeting Consent Agenda.
 - The Council Memo related to this item will focus strictly on the Community Grant Program application and request and will not include any historical context regarding the complexities and challenges of the project.



NEW: Community Grant WAC/SAC Reinvestment Program

- Current WAC/SAC Rates:

- Rates have not changed since 2012
- Prior to then they were increased by approximately \$100 year over year

- Water: \$3,825
 - 24% higher than regional average using 2024 regional rates, communities are increasing them every year
- Sewer: \$3,075
 - 13% higher than regional average using 2024 regional rates, communities are increasing them every year
- 2025 utility rates are set based on these approved WAC/SAC rates

- WAC/SAC Fee Examples:

- CentraCare Sauk Crossing Expansion
 - WAC: \$99,346 – 26 units
 - SAC: \$79,950 – 26 units
 - **Total: \$179,296**
- O2B Childcare
 - WAC: \$45,852 – 12 units
 - SAC: \$36,900 – 12 units
 - **Total: \$82,752**



NEW: Community Grant WAC/SAC Reinvestment Program

- At a previous workshop we discussed a possible solution would be to create a WAC/SAC fee reduction program to promote reinvestment of these fees into commercial developments in Sartell:
 - We could utilize funds from our Economic Development (ED) Fund:
 - We need to retain approximately \$40,000 for our community childcare grant program (expires 2028 or until spots are filled) as we have two pending projects in the pipeline.
 - We cannot simply waive the fees as we budget for these on an annual basis and are factored into our overall utility fee rates and upcoming infrastructure projects, as discussed in our Capital Planning Workshops.
 - No new cash flow into the ED fund planned now or into the future.
 - Current Balance = \$80,000, with \$40,000 available for the Childcare Grant Program and \$40,000 remaining
 - Given the low amount of funds available and typical full WAC/SAC fees for average projects, the recommended parameters for the WAC/SAC Reinvestment Program are:
 - Located within the Central MN Healthcare Hub area
 - New construction or expansion projects
 - Minimum construction valuation of \$1 million
 - Tiered approach for fee reductions based on job creation
 - 1-10: \$5,000
 - 11+: \$10,000
 - Max of \$10,000 (allows for 4 projects to receive funding)
 - Final applications require City Council approval
 - Program to expire by 2028 or upon awarding of \$40,000 from the ED fund, whichever occurs first
- If Council want to offer this Economic Development assistance option, the available funds would most likely be used by 2026 given the typical projects and our available fund balance.
- By 2026, regional communities should be closer to our rates (average annual increase is 5%)





Fire Chief Recruitment

Fire Chief Vacancy – Background

- September 30th, Chief Kedrowski's resignation took effect, and Deputy Chief Dingmann assumed the role of Interim Fire Chief.
- A Public Safety Task Force was established to evaluate the future needs and direction of the Fire Chief position, including assessing the viability of a Public Safety Department with Public Safety Director and the emergency management, inspections, life, and safety needs of the City:
 - Multiple external City visits throughout the State of Minnesota to understand this model took place.
 - October to November was utilized for the work of the task force.
 - Included a survey to the entire Fire Department to provide input on their needs and expectations for the position, resulting in an even split of opinions on whether the role should be full-time or part-time.
- Input from the December 8th City Council workshop showed majority support for maintaining a full-time Fire Chief position.
- January 27th, 2025, the City Council approved the transition to a Public Safety Director overseeing both Police and Fire services and established an Ad Hoc Committee for the vacancy of the Fire Chief role.
- February 13th, 2025, the Ad Hoc committee met and determined the duties and recruitment process for the full-time Fire Chief, guiding towards a combined Fire & Life Safety role as we build the Public Safety Department.
 - End goal of 3 separate standalone divisions within Public Safety consisting of Police, Fire, and Life & Safety.
 - Will take time to work towards this model and starts with this combined Fire & Life & Safety Deputy Director as we grow



Fire Chief Recruitment - Timeline



Fire Chief Job Profile



POSITION: FIRE CHIEF/DEPUTY DIRECTOR OF PUBLIC SAFETY

LOCATION: CITY OF SARTELL, MINNESOTA
SALARY RANGE: \$111,850 - \$125,675

Live Sartell.

www.sartellmn.com

IT'S NOT WHERE BUT HOW YOU LIVE THAT MATTERS.



POSITION: FIRE CHIEF/DEPUTY DIRECTOR OF PUBLIC SAFETY

SALARY RANGE: \$111,850 - \$125,675 WITH FULL & GENEROUS BENEFITS PACKAGE AND A TAKE HOME VEHICLE

POSITION SUMMARY:

Performs professional work planning, organizing, and administering daily fire and life safety operations; scheduling and assigning personnel and equipment; preparing and presenting directives and reports; developing training programs, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Public Safety Director. Departmental supervision is exercised over all personnel within the volunteer fire department and full-time life safety staff.

OPTIONAL QUALIFICATIONS:

- Minnesota State Certified as (FAO) Fire Apparatus Operator/Pumper
- Bachelors Degree in Fire Science, Emergency Management, Business, Administration or Related Field
- NFA (National Fire Academy) or equivalent Leadership I, II, III (Or advanced leadership training equivalent)
- Minnesota State Certified as Fire Inspector I or higher meeting NFPA 1037 Standards
- NIMS (National Incident Management System) 700, 800, 100-400 Certifications
- Homeland Security and Emergency Management Professional Certification
- Knowledge of and work in fire prevention, inspections, and code enforcement
- A MN Peace Officer License is not required, but would be considered as a bonus, with the ability to keep your license active

QUESTIONS: PLEASE CONTACT BRANDON SILGJORD
PUBLIC SAFETY DIRECTOR, CITY OF SARTELL
(BRANDON@SARTELLMN.COM)



REQUIRED QUALIFICATIONS:

- Associates degree in Fire Science, Business, Administration, or related field. (Management experience may be substituted for degree)
- Licensed firefighter with MBFTE (Minnesota Board of Firefighter Training and Education) meeting NFPA 1001 Standards, Minnesota State Certified as Fire Officer I or higher meeting NFPA 1021 Standards,
- Minnesota State Certified as Hazardous Material Operations or higher meeting NFPA 472 Standards
- Must possess valid Minnesota Class D Driver's License or equivalent
- 30 Minute response time to the Public Safety Facility within 6 months of hire



LIVE SARTELL LIVE SARTELL LIVE SARTELL

The Sartell Fire Department is a growing agency with over 30 paid on call firefighters in the Fire Division, and 3 full-time staff in our Life Safety Division (with plans to grow) that also fall into the chain of command for our Fire Chief. We are excited to find a leader for this position that will help look for continued growth opportunities while also supporting a talented staff that is already in place. Our paid on-call firefighting staff consists of a majority of younger staff members with several veteran officers and firefighters moved in. We are proud to share that we have stayed well-staffed over the past decades with recruiting new firefighters being a highlight of our successes. The Fire Chief we select will also be our first Deputy Director of Public Safety, serving under our Director of Public Safety and working closely with our law enforcement team who is housed in the same state-of-the-art facility, with equipment to match.

APPARATUS AND FLEET INFO:

- 1 Tower
- 2 Engines
- 2 Tenders
- 2 Grass Rigs
- 1666 Fire Rescue Vehicle
- 1 Air and Rehab Vehicle
- 1 Utility Truck
- 1 Chief Vehicle
- 1 Rescue Truck
- 2 Boats
- 1 River Spill Cleanup Trailer
- 5 Public Safety Inspections Trucks

FACILITY INFO:

- New state-of-the-art combined Public Safety Facility with Police & Fire completed in 2020
- Fire: Approx. 19,825 sq. ft.
- Police: Approx. 24,365 sq. ft.
- Shared: Approx. 5150 sq. ft.



Check out our facility!
www.youtube.com/watch?v=Yo6r5Q3HXGA

LIVE SARTELL LIVE SARTELL LIVE SARTELL





Questions

Monitoring Report Cover Page

POLICY TITLE: Planned & Purposeful Development 2.9	Page #	Compliance
Global Constraint: The City Administrator shall not cause or allow the growth and development of the City to be spontaneous or lack purpose or strategy.	1&10	
2.9.1 Development Related Ordinances	2-5	
2.9.2 Comprehensive Plan	5-6	
2.9.3 Transparency and Efficiency	7-8	
2.9.4 Fees and Calculations	8-10	

 **In Compliance**

 **Non- Compliant**



Monitoring Report- 2.9 Planned & Purposeful Development

Global Constraint: The City Administrator shall not cause or allow the growth and development of the City to be spontaneous or lack purpose or strategy.

Monitoring Timeframe: April XX, 2025 – April XX, 2026

Policy Quadrant: Executive Limitations

Date due to Board: 10 days prior to Council packet distribution

Date received by Board: Click or tap to enter a date.

2.9.1 Development Related Ordinances

Operate without updated and applicable City Ordinances related to planned and purposeful development.

Interpretation

The City must operate under ordinances that best fit our community's development goals while ensuring they meet all local, state and federal requirements. The following defines purposeful and planned development:

Planned development is crucial to ensure that the City grows in a way that is safe, orderly, and beneficial for all property owners. Sartell's Subdivision and Zoning Ordinances, as outlined in Titles 10 and 11, address key issues related to platting and the required public improvements, including but not limited to right-of-way acquisition and lot size requirements. These regulations are designed with the primary goal of protecting the public's health, safety, morals, comfort, and the general welfare within the City's legal boundaries. By adhering to these ordinances, we ensure that development contributes positively to the community and supports a sustainable, well-planned environment for everyone.

Purposeful development refers to the intentional and strategic planning of growth, ensuring that new developments align with the broader vision and long-term goals of the city as defined within the City's Zoning and Subdivision Regulation Ordinances. Title 11, Subdivision Regulations, serves as a critical tool in this process by clearly distinguishing



between premature developments, those that are inadequately planned, and those that contribute positively to the City's overall development goals. Without these regulations and proper management of subdivision controls, the City risks uneven population distribution and the creation of contrasting environments within the City boundaries. This could result in the emergence of neglected areas, which undermines the City's cohesion and high quality of life for the residents.

The City Code Titles 10 and 11 provide for planned and purposeful development and are reviewed annually by staff to ensure they are updated. If updates are necessary, staff provide education to the City Council in a workshop setting prior to making drafted recommendations for edits to the Code at a regular meeting.

Broader planning framework

We believe key planning documents such as the comprehensive plan, future and current land use plan, and the LeSauk Township subdivision and zoning regulations interact and build a broader framework for the overall development of the City.

The comprehensive plan serves as the foundational document outlining the City's vision, long-term goals, and strategies for growth and overall development. This document sets the stage for all other planning documents and relative ordinances, ensuring that development aligns with the City's overall objectives for economic development, housing, transportation, and sustainability. If ordinances are not updated to reflect the guidance provided within the comprehensive plan, there is a risk of uncoordinated development that could undermine the City's long-term vision and goals (as established in its Ends policies). This would result in a comprehensive plan that is not applicable and thus out of compliance with the global restraint.

The **future land use plan** is an element within the comprehensive plan that specifies how land should be used in the future – commercial, residential, industrial or green space. It provides a key roadmap for zoning decisions and ensures that growth is planned and strategically guided. Ordinances must be regularly updated to align with the future land use plan. If not, the ordinances may no longer support the intended land uses which may lead to inappropriate development patterns or missed opportunities for economic growth and community sustainability and livability.

The **current land use plan** depicts how land is currently being used within the City. It helps City Officials and staff members understand the existing districts and identify areas where changes of development are needed or intended. If the ordinances are not reflective of the current land use plan, there can be inconsistencies that make it difficult to implement zoning



decisions or approve developments that align with the communities need or goals as identified within the comprehensive plan and Ends policies. This could ultimately lead to legal challenges or unnecessary delays in development projects.

LeSauk Township's subdivision and zoning regulations are vital in ensuring that development within the township and abutting city boundaries is harmonious. These regulations guide how land is subdivided and ultimately developed, ensuring consistency in growth patterns across municipal boundaries while maintaining the integrity of the rural areas and land uses remaining within the township.

Operating without updated ordinances risks creating conflicts between the City and the township, leading to potential issues such as incompatible land uses or public infrastructure challenges. Since the approval of the Orderly Annexation Agreement between Sartell and LeSauk Township, we have stressed the importance orderly of development from once rural areas to urbanized areas, while maintaining the integrity of rural areas which primarily remain within the township. This approach prevents premature developments from occurring and eliminates encompassed lands which have historically occurred due to incompatible ordinances between Sartell and LeSauk.

Operating without updated ordinances related to planned and purposeful development can lead to significant risks, including uncoordinated growth, legal challenges, and missed opportunities for achieving the community's vision through the comprehensive plan. By ensuring that the ordinances are regularly updated and aligned with the comprehensive plan, future land use plan, current land use plan, and the LeSauk Township ordinances, we can foster a more organized, efficient, and sustainable development process that benefits all current and future property owners and stakeholders.

Compliance Measurement Indicator

Compliance during the period being monitored will be demonstrated when:

1. Track the number of land use applications submitted to the City on an annual basis.
2. Track the percentage of applications submitted which meets the 60-day state requirement annually and maintain a 60-day log for all submitted applications.
3. Track and monitor the number of land use applications submitted to the LeSauk/Sartell Joint Planning Board to ensure alignment with the Orderly Annexation Agreement and Subdivision Ordinances.

With the adoption of the Title 10 Zoning Regulations and Title 11 Subdivision Regulations, we have established clear and comprehensive guidelines which address all planning and zoning matters. These regulations and guidelines serve as key compliance indicators, ensuring that



any current or future development aligns with the intent of the ordinances. Title 10 and 11 ordinances are designed and drafted to align with the broader goals and strategies outlined within the comprehensive plan. This ensures that every development contributes positively to the City's long-term vision for growth, infrastructure, housing and overall sustainability. By remaining committed to regularly reviewing and updating these ordinances, we ensure that they remain consistent while adapting to the changing community needs and priorities.

Regular updates to the development related ordinances as described above help maintain consistency with the future land use plan, ensuring that all zoning decisions continue to reflect the long-term vision for land use distribution and development. Similarly, ongoing updates to the current land use plan ensure that new developments are integrated seamlessly into the existing urban areas of Sartell. Ongoing updates ensure that the current land use plan remains relevant, which allows the City to respond to changes in existing land uses as well as accommodating new development in a way that is complementary to the existing conditions and uses.

The coordination we have achieved with LeSauk Township in terms of cohesive and complimentary zoning and subdivision ordinances ensures that growth is harmonious, and that public infrastructure and services are effectively aligned and planned for. By updating our ordinances in consultation with the township guidelines, we mitigate any potential conflicts between the City and township developments which meets our overall goal of orderly growth and development as established within the current Orderly Annexation. The approval of the annexation of properties outlined within the agreement as encompassed lands pave the way for a more orderly and planned growth while maintaining a positive working relationship with the township.

By emphasizing the ongoing commitment to updating and maintaining our development related ordinances, this highlights how these regulatory tools are central to achieving compliance with the key outlined planning documents. This ensures that development within the City of Sartell remains orderly, purposeful, and sustainable.

Data

1. [Title 10 Zoning Ordinance](#)
2. [Title 11 Subdivision Ordinance](#)
3. [Sartell Comprehensive Plan](#)
4. [Future Land Use Plan](#)
5. [Current Land Use Plan](#)
6. [LeSauk Township Subdivision and Zoning Regulations](#)
7. [LeSauk Township Orderly Annexation Agreement](#)



Compliance

Therefore, I am **in/not** in compliance.

Notes/Plan:

2.9.2 Comprehensive Plan

Allow the City Council to be without an adopted Comprehensive Plan, including Future Land Use, that is less than 10 years old.

Interpretation

A comprehensive plan is an interactive, living document, prepared and adopted by the City Council. It encompasses policy statements, Ends Policy and subsequent operational goals, standards, fiscal guidelines, and detailed maps that outline the general locations for functional land uses, places, and structures. It serves as the guiding principle for the overall physical development of the City, the comprehensive plan ensures that growth is both strategic and sustainable.

To remain effective, it is crucial that the comprehensive plan includes a future land use component that is regularly updated. This ensures that the plan remains relevant and reflective of current and anticipated community needs and desires. The City must adapt to changing conditions, such as demographic shifts, economic developments, and environmental considerations, while still adhering to the adopted goals and standards.

A future land use plan is an essential component of a City's comprehensive plan, serving as a blueprint that guides the long-term development and growth of the City. It identifies the desired distribution of various land uses – residential, commercial, industrial, and open space. By clearly delineating how land is guided to be utilized in the future, this plan helps prevent conflicting developments that could compromise the City's orderly growth and overall quality of life.

Amendments to the comprehensive plan may be proposed by City staff as new challenges and opportunities arise, and these changes are ultimately approved and adopted by the City Council. By maintaining an up-to-date comprehensive plan, the City ensures that it operates with a clear and current vision, guiding future development in a way that aligns with the long-term interests and welfare of its residents as the top priority.

Similar to maintaining an updated comprehensive plan, for the future land use plan to be truly effective, it must be kept up to date and regularly modified to reflect changes in the community and their goals in terms of growth and development. An outdated plan can lead to decisions that no longer align with the community's current needs. By continuously



updating the plan, the City ensures that it remains responsive to changing conditions, guiding development in a way that reflects the community's most recent priorities and goals. Maintaining an up-to-date and flexible future land use plan is crucial for fostering sustainable development, preserving community character, and enhancing the overall well-being of the City.

Our current comprehensive plan was approved and adopted in 2016, and the future land use plan was further amended in 2019 to reflect the City's evolving needs and priorities. This proactive approach ensures that we are operating under plans that are consistently updated and remain relevant, with both the comprehensive plan and the future land use plan being within the 10-year timeframe.

Compliance Measurement Indicator

We maintain compliance by regularly amending current land use plans as properties are rezoned, ensuring that the City's development aligns with the applicable zoning districts. This dynamic process allows us to respond to changes and opportunities timely, keeping our planning efforts current and effective. Additionally, LeSauk Township updated their zoning districts in 2019, which complements our efforts by promoting cohesive development across our shared boundaries. Together, these measures demonstrate our commitment to operating under an up-to-date and compliant comprehensive plan, guiding the City's growth in a strategic and coordinated manner.

To ensure we are aligning the comprehensive plan with the interests of residents, the National Community Survey highlights development related items which then can be measured and implemented into the comprehensive plan or amendments can be proposed and adopted, as needed.

Compliance during the period being monitored will be demonstrated when:

1. Proof of a Comprehensive Plan activated within the past 10 years.
2. Proof of a Future Land Use Plan activated within the past 10 years.

Data

1. [2016 Comprehensive Plan](#)
2. [Current Land Use Plan](#)
3. [Future Land use Plan](#)

Compliance

Therefore, I am **in** compliance.



Notes/Plan:

2.9.3 Transparency and Efficiency

Conduct development related work without a transparent and accessible online or electronic version of permit and development related forms for efficient processing.

Interpretation

Online or electronic form and permit processing

Community members can access the City's permit and development-related forms must be accessible online to ensure efficient and effective processing. Sartell currently uses Revize Forms for development submissions and Civic Systems for permitting and licensing. Civic Systems is an online platform that manages the entire permit and license process, from submission to closeout. To streamline payments, we have integrated Revize Forms with Civic Systems portal, allowing users to make online payments and eliminating the need for physical checks and manual payment processing.

The Building Officials use the Civic Systems mobile application to conduct and complete inspections digitally. This eliminates the need for physical paperwork, as photos are taken on their devices and are automatically uploaded into the permitting software. Once a permit is finalized, all files are seamlessly and automatically transferred to Laserfiche for permanent records retention, removing the need for manual data entry and scanning. All the data is accessible by the applicant at any time through this portal.

Operating without such transparency and convenience can lead to delays, miscommunication, and inefficiencies. Such transparency is achieved by allowing the applicant to see the entire permit process from application to completion. Applicants are also able to track the permit progress and see all notes and attachments from the inspectors throughout the permit. By providing these forms online, the City enhances transparency, allowing residents, developers, and stakeholders to track application progress more easily. This approach reflects the City's commitment to modernizing operations, reducing bureaucratic hurdles, and creating a more user-friendly environment for all development related activities.

Compliance Measurement Indicator

The City ensures compliance by tracking all permit and development related submittals through these online platforms, which guarantees efficient and effective processing. As of 2024, all licenses and permits are required to be submitted online or in an electronic format. This system allows us to monitor and manage submissions accurately and in real-time.



For those who may encounter difficulties submitting online, our staff is available to provide assistance and ensure compliance with this requirement. By offering support and alternative solutions, we uphold the City's commitment to maintaining an accessible and streamlined development process while ensuring that all submissions meet the necessary standards.

We track our efficiency of this program through monthly permit summaries, which report to us the total permits applied and issued, which are categorized by permit type as well as the total number of inspections completed. The monthly permit summary also shows us the total "life span" of each permit type showing the total days to approval through completion. By providing accurate numbers for the entire permit cycle, we can prove we are meeting our performance goals in relation to the average time for all permit approvals, which we have set at 3 days as part of our department key performance indicator.

Our Community Development Annual Report compiles this information in an annual format to compare year over year to ensure we are monitoring trends, as well as maintaining efficiencies. The turn-around time to issue a permit has been reduced significantly since Sartell has moved to an online permitting software. The most significant change has been the reduction of all permits being approved administratively (does not include plan review time) within 3 days of submission, which includes weekends and holidays. Prior to the online permitting system, it was not unusual to have a permit take 7-10 days to be approved at the administrative level. Also, most recently the online portal that users utilize has now been integrated with utility billing so the number of users who already have an active account has increased tremendously.

Data

1. [Monthly permit summaries showing the "life span" of all permits](#)
2. [Community Development Annual Report](#)

Compliance

Therefore, I am **in** not in compliance.

Notes/Plan:

2.9.4 Fees and Calculations

Recommend fees without understanding the City's underlying operational costs for development through an annual review process, including benchmarks.

Interpretation



To recommend fees effectively, the City must first understand the operational costs associated with permits and development applications, including administrative, plan review, inspections, and consultant fee expenses (engineering). This understanding ensures that building permit and development application fees are aligned with the goals of ensuring and enforcing planned and purposeful development, while also supporting and fostering economic growth.

To achieve this, we conduct an annual review process where we benchmark our fees against those of the surrounding cities, such as St. Joseph, Sauk Rapids, St. Cloud, Waite Park, and Rosemount. This process also involves researching and comparing building permit fees and development application fees based on the amount owed and the workload balance within our department. By aligning our fees with these benchmarks and understanding our operational costs, we ensure that the fees not only cover the necessary expenses but also promote efficient and effective development practices that are competitive in the market. This is achieved by operating on an online permitting system, which significantly decreases administrative costs with the application and inspections, thus ensuring our internal costs remain low to achieve our competitiveness with local areas.

The Community Development Department operates efficiently by minimizing unnecessary administrative burdens, a process made possible by leveraging technological advances such as Revize Forms and Civic Systems. These tools enhance our efficiency and effectiveness in managing applications.

We ensure compliance by promptly processing permit fee requests in advance of projects, allowing projects to be planned with a clear understanding of the actual costs. All relevant data is stored in a fee study working document maintained by the Development Director which stores the information such as: hourly wages, employer paid benefits, time to complete reviews, inspections (and reinspection's) based on the permit type, and valuations for each permit. This comprehensive document captures and organizes permit fee information, ensuring that our fees are regularly reviewed and adjusted based on benchmarks and operational costs as outlined above. By incorporating this data into our annual review process, we demonstrate our commitment to maintaining competitive and reasonable fees, thereby supporting both planned and purposeful development while promoting economic growth and stability.



Compliance Measurement Indicator

Continuous growth and development indicate that our permit and application fees are reasonable and aligned with our operational costs. The City has shown that efficiency directly impacts the potential of a development choosing Sartell over a different location. Multiple occasions new developments have chosen Sartell for the development solely based upon the efficiency and effectiveness of the operations of the Community Development Department, specifically review periods for the building permit as well as the complete transparency of the associated fees, all which can be accessed online at any time.

Data

1. [Annual Fee Study Working Document](#)
2. [City's Current Fee Schedule](#) (Starting on pg. 3)

Compliance

Therefore, I am **in** not in compliance.

Notes/Plan:

2.9 Global Constraint

The City Administrator shall not cause or allow the growth and development of the City to be spontaneous or lack purpose or strategy.

Interpretation

The City Council has already interpreted this policy through its provisions 2.9.1 – 2.9.4 and I have no further areas of interpretation to fully address this global constraint.

Compliance Measurement Indicator

Compliance during the period being monitored will be demonstrated when the data shows I am following all indicators listed for each of the provisions 2.9.1-2.9.4.

Data

1. 2.9.1 – (Compliance)
2. 2.9.2 – (Compliance)
3. 2.9.3 – (Compliance)
4. 2.9.4 – (Compliance)

Compliance

Therefore, I am **in** not in compliance with 2.9 Planned & Purposeful Development.



Report to the City Council: Building Permit Fees and Subsidy Request, Foundations Autism Project

Background

This report provides a comprehensive overview of the Foundations Autism project and the pending request for the Community Grant Program. It includes the original reimbursement request submitted by Foundations Autism on December 30, 2024, as well as a subsequent request for the Community Grant Program dated February 1, 2025.

Key considerations addressed in this report include the permitting process, fee calculations, valuation discrepancies, historical precedents, and the potential implications on other 2024 projects if the City Council were to approve the first request. Additionally, the report summarizes the most recent meeting with Foundations Autism, the revised reimbursement request, and staff recommendations.

Foundations Autism Requests for Consideration

- **Request One:** submitted on December 30th, 2024, referenced a difference between fees of over \$6,000 (actual amount is \$8,250 if using \$1.5M as the building valuation) and suggested a credit to the utility account or a credit/reimbursement for a future building permit to Rice Companies.
 - **Request Two:** submitted on February 1st, 2025, for \$3,300 under the Community Grant Program for Childcare Services. The \$3,300 is equivalent to the difference in the 2024 rates using the ICC valuation for the project and the 2025 rates using the ICC valuation.
-

Timeline of Events

- **April 25, 2024:** Rice Companies submitted the online building permit application for the Foundations Autism project to the City's Chief Building Official, initiating the permit review process. A site plan was submitted concurrently, triggering a separate site plan review involving multiple staff members and engineering consultants. Upon submission, the City's permitting software automatically calculated the permit fees based on the applicant's stated project valuation of \$1.5 million. Standard municipal practice recommends applicants to submit a formal permit fee estimate request online before submitting a building permit or site plan, as well as initiating a pre-development meeting. This process ensures that fees are clearly understood in advance and allows for the

evaluation of any discrepancies in project valuation. Additionally, this stage provides an opportunity to address site plan considerations, such as zoning requirements, setbacks, and stormwater management. This is typically done months in advance of a permit application submittal. Rice Companies did not submit a formal permit fee estimate request or initiate a pre-development meeting before proceeding with the building permit and site plan submission. The first awareness staff had of this project was the day the permit was submitted, which is unique. To staff's knowledge, this is the only commercial project to have bypassed this critical step. Although the permit application had been submitted, staff also did not initiate this critical meeting with Rice Companies. Moving forward, staff have now proactively required pre-development meetings and permit fee requests from all applicants, eliminating the previous approach of waiting for this to be initiated by the applicant.

- **May to June 2024:** During the site plan review process, Rice Companies preferred to submit a site plan for a regional stormwater collection system they had assumed was in place. However, the City had no record or knowledge of such a system and requested documentation of the system. Rice Companies were unable to provide supporting documentation that the system existed and were required to comply with the City's current stormwater discharge requirements, which align with Minnesota Pollution Control Agency (MPCA) regulations. This likely caused cost overages for their project that were not anticipated. Simultaneously, the Chief Building Official was conducting a review of the building permit and provided necessary comments to facilitate final permit issuance.
- **June 18, 2024:** Rice Companies requested a detailed breakdown of the permit fee calculations from the City's permitting system, as the system generates fees based on automation and does not share the calculation formulas behind the fees. Representatives from Rice Companies expressed concerns regarding the fees in comparison to those in regional communities, as well as the interpretation of the fee schedule by City staff. They also provided proof of a permit fee breakdown from a past Sartell project Rice Companies completed, where a different interpretation had been applied by previous staff. Since the implementation of the City's current permitting system and with the current staff, fees have been consistently calculated using the same interpretation of the fee schedule. Current staff cannot speak to how previous staff may have interpreted the fee schedule. These differences in interpretation may have had an impact on how and why Rice Companies likely did not feel the need to have a pre-development meeting, as they applied the calculation of fees based on their recent experience and were unaware of the new interpretation. To add further complexity, Rice Companies submitted a project valuation of \$1.5 million, which was lower than the International Code Council (ICC) valuation determined by the Chief Building Official, which exceeded \$2 million. Additionally, a similar recent autism clinic project in Sartell had a valuation of \$2.25 million. City staff chose not to adjust the valuation and processed the permit fees based on the originally submitted \$1.5 million in order to foster collaboration and reach a positive resolution with Rice Companies. When using this valuation and

comparing the calculation interpretation by Rice Companies and current staff, the difference was \$8,250. Due to these above referenced discrepancies and to prevent similar disputes in the future, the 2025 Ordinance approved revisions more clearly defining the calculation process and also includes language to require applicants to provide proof of valuation when discrepancies of 10% or more arise.

- **July 12, 2024:** Permit fees were paid with a valuation of \$1.5M using the staff's interpretation of the fee schedule, which represents a perceived overpayment by Rice Companies of \$8,250, which was passed on to Foundations Autism for payment.
 - **July 19th, 2024:** The building permit was issued, and construction on the footings and foundation began.
 - **September 30th, 2024:** Site plan approval was granted. There was a delay in the site plan approval due to a turnover in Rice Companies engineering staff, but Sartell City staff advance approved the building permit to facilitate movement of the project.
 - **January 30th, 2025:** Final inspection and grand opening of Foundations Autism.
-

Fee Calculation & Ordinance Details

Valuation and Fee Discrepancies:

- **Submitted Valuation:** \$1,500,000, provided by Rice Companies in the initial permit application.
- **ICC Valuation:** \$2,103,045.12, calculated by the Chief Building Official using a standardized valuation process from the International Code Council.
- **Comparable Project:** \$2,253,000, construction in 2023 of a similar autism clinic built by a different contractor who submitted a valuation of \$2,253,000 with the permit application.
- **Foundations Autism Stated Valuation:** \$2,600,000, provided on January 31st, 2025, by the Executive Director of Foundations Autism.

2024 Ordinance & Rates v. 2025 Ordinance & Rates:

The request involves a desire to apply 2025 rates to a 2024 project. To assist in understanding this impact, further clarification on the Ordinance changes is provided herein. The 2025 Ordinance introduced revised and lowered rates and also stipulates that if the provided valuation differs by 10% or more from the ICC valuation, further clarification may be required to determine which value should be used. This could include estimates from formal bids, quotes, financial statements, and other documentation. The valuation submitted by Rice Companies and the ICC valuation, differ by more than 10%, which would require this additional documentation.

Applying the 2025 rates to a 2024 project to determine reimbursement, as requested, would require the City to implement the full set of revisions in the 2025 Ordinance, rather than just

portions. After discussing the valuation discrepancy and complete Ordinance revisions with the Executive Director, it was agreed that using the ICC valuation of \$2,103,045.12 would be the best course of action. Our Ordinance establishes the ICC valuation as the standard process for determining the 10% discrepancy, so while Foundations Autism confirmed their actual value to be \$2.6M, our Ordinance states that the ICC value is the valuation to use. The Executive Director confirmed that Foundations Autism could not provide supporting documentation for the \$1,500,000 valuation submitted by Rice Companies, nor would they seek to mislead the City or taxpayers. With this understanding of applying the 2025 Ordinance to the 2024 project, a comparison of fees from 2024 to 2025 is provided below:

Valuation	2024 Rate	2025 Rate
\$1,500,000 Provided value	\$22,275	\$14,025
\$2,100,000 ICC Value	\$27,225	\$18,975
\$2,600,000 Value	\$31,350	\$23,100
Difference between the 2024 rate paid at the provided valuation & 2025 rate with the ICC valuation:		\$3,300

Implications for Approval of Request One

- **Precedent Setting:** If the City were to meet the first request for a credit for a reimbursement via a future building permit or utility account credit, it could have implications on other 2024 projects, as well as other city funds. Our revenues and expenses associated with building permits are within the general fund and the utility accounts are enterprise accounts, making that credit not an option. Credit for a future building permit may necessitate similar refunds or credits for five other large projects who followed the appropriate process and paid the 2024 rates, as they would be no different in this situation and be eligible for the same action. This includes the following projects and \$41,250 in total unplanned reimbursements or credits, including Rice Companies/Foundations Autism:
 - Sauk Crossing - \$20,000,000 Valuation - \$8,250 refund
 - JK Storage - \$2,000,000 Valuation - \$8,250 refund
 - Les Schwab - \$3,500,000 Valuation - \$8,250 refund
 - Valvoline - \$1,368,000 Valuation - \$8,250 refund
- **Historical Practices:** The City's fee schedule changes take effect on January 1 annually, and the City has never retroactively applied fee schedule adjustments.

Foundations Autism Communications & Transparency

A meeting was held with Foundations Autism in December. Staff were neither informed nor included in this meeting but were provided with the reimbursement request from Foundations Autism after. Because of the above explanations around a potential precedent being set by approving their reimbursement/credit request, as well as the amount requested being based on an inaccurate valuation, staff felt it was pertinent to meet individually with Foundations Autism to gain clarity and determine resolution.

Staff reached out to the Executive Director of Foundations Autism to facilitate a discussion. Staff had intentionally refrained from involving the business owner up to this point, as the goal was to work directly with the contractor to avoid any negative impact on local businesses. However, since the associated fees were ultimately passed on to the business owner, it became essential for staff to be included in discussions with Foundations Autism to ensure a comprehensive and accurate understanding of the situation was occurring.

Following a comprehensive review of the process, staff and Foundations Autism collectively gained a clearer understanding of the issues and began working towards a solution. Subsequently, Foundations Autism submitted a revised request, seeking only the difference between the ICC valuation and the 2024 fees, totaling \$3,300. They have affirmed their commitment to transparency and have no intention of misrepresenting their project or imposing an undue burden on taxpayers. Additionally, they are highly cognizant of the heightened scrutiny surrounding autism clinics due to statewide fraud investigations. Given these factors, they have specifically requested that any adjustments be limited to the difference between the accurate and agreed upon ICC valuation and the 2024 fees paid.

It is important to emphasize that the meeting between staff and Foundations Autism was conducted solely to gain a clear understanding of the complexities of the process, as well as build relationships with a business owner in Sartell. Staff see no benefit in negatively impacting the reputation of Rice Companies. Rice Companies remain a valued contractor within our community, and we are committed to maintaining a collaborative working relationship. We believe this situation is an isolated occurrence, largely attributable to multiple staff transitions at Rice Companies and the City that have taken place over the years. There is acknowledgement that both parties could have and should have communicated better. The City's representation of Rice Companies has been—and will continue to be—professional and positive. This was clearly articulated to Foundations Autism, and they shared the same sentiment and understanding.

Staff Recommendation

It is essential for the City to remain committed to fostering Sartell's economic growth and development while upholding principles of transparency, equity, and fiscal responsibility. Foundations Autism currently owns two clinic buildings in Sartell and informed staff during our meeting that they are working toward acquiring the final remaining lot near their campus to

construct a third clinic in the coming years. Ensuring a positive and supportive experience for businesses is crucial, as it influences their decision to remain and expand in Sartell long-term.

Foundations Autism is eligible to apply for the City's Community Grant Program, which was available in 2024 when they were under construction, to support their specialized childcare services. Given the nature of their special education childcare offerings and the number of slots provided, they would qualify for a higher subsidy. However, in the interest of maintaining full transparency and integrity, they have chosen not to pursue this approach and wish to cap the request at \$3,300.

Utilizing this grant program provides a creative solution that avoids setting a precedent for the five other commercial projects that paid fees in 2024, as none of those businesses offer services qualifying them for the childcare grant. The requested amount of \$3,300 would be allocated from the Economic Development Capital Fund, ensuring that this payment is not categorized as a fee reimbursement but rather aligns with how the City has historically handled Community Grant Program applications related to childcare. The only link to a fee reimbursement is the method used to calculate the \$3,300 amount.

Staff recommend approval of the \$3,300 Community Grant Program application (attached) for Foundations Autism, which will be brought forth to the City Council on the consent agenda for the March 24th regular City Council meeting.

Closing

This project has been one of the most complicated and challenging undertakings in the tenure of many of the current City of Sartell staff members. It involved persistent obstacles at nearly every stage, making it a particularly demanding experience to navigate. However, our team consistently embraced this as a learning opportunity, leading with solution-minded approaches and professionalism. We are aware that there are items our team could have done differently, which have led to significant improvements in our procedures, including the implementation of mandatory pre-development meetings, enhanced fee request protocols, and multiple Ordinance revisions providing clarity to staff members and our development community alike.

While this experience was challenging, it has ultimately served as one of the most valuable growth opportunities for our development team. We are committed to moving forward and hope that this solution is viewed as a positive resolution to a difficult chapter in Sartell's development history.

In closing, we believe this solution makes everyone whole and provides us with the most productive avenue towards moving forward. There are no outstanding requests from Rice Companies that staff is aware of, and Foundations Autism has shared commitment and appreciation for this creative resolution. We will continue supporting our business and contractor development community by fostering strong relationships and pursuing constant continuous improvement.



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Foundations Autism Request Number One

From: Ryan Fitzthum
Sent: Monday, January 13, 2025 2:56 PM
To: Kari Haakonson
Cc: Anna Gruber
Subject: FW: Foundations Autism Center Permit Fees

Kari,

The permit fee for Foundations Autism continues to be a topic of discussion. Can you review what options to remedy this are available to us? This might become a topic for discussion with the council, whether tonight or, due to timing, possibly the next meeting.

Thanks

Ryan Fitzthum
Mayor



T: 320-253-2171 (Ext. 7400)
C: 320-339-1218
Ryan.Fitzthum@sartellmn.com
125 Pinecone Road N, Sartell, MN, 56377



From: Kris Wainright-Tadych <Kris.Wainright-Tadych@foundationsautismcenter.com>
Sent: Monday, December 30, 2024 12:35 PM
To: Ryan Fitzthum <Ryan.Fitzthum@sartellmn.com>
Cc: Matt Knutson <Matt.Knutson@RiceCompanies.com>; Taunya Poser <Taunya.Poser@RiceCompanies.com>
Subject: Foundations Autism Center Permit Fees

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Fitzthum,

Thank you for taking the time to meet with me and Rice Companies regarding the permit fee issue we brought to the city in July. I appreciate the continued dialogue we have had surrounding this issue.

I am happy to hear that the city has reviewed their permit fee schedule and has made revisions for 2025 and beyond so that it is more competitive with neighboring cities. During the bidding process for our project, we were focused on project cost in selecting our vendor. Rice Companies did a fabulous job of helping us reach our building size goal while keeping to our budget and being as cost effective as possible in all our finish selections. As a small business owner, we are literally watching every penny for our budget as this project was a huge undertaking for a company that is less than two years old.

As we have previously discussed, the difference in permit fees from the 2024 calculation to the revised 2025 calculation is over \$6000. The concerns regarding the fee schedule and the huge jump in permit fees from the \$1M mark to \$1.1M did not make sense to us, which is why we first brought up the concern before paying the fee. When it was determined that working with the city on a resolution would take months, we made the decision to pay the fee so that the project could move forward. It was and still is our hope that the city is open to continued discussion on how we can rectify this “over charging of permit fees” for our project. Had we waited to build until 2025, our fees would be competitive with other central MN cities.

I realize that it is unlikely that the city can issue us a refund check of these fees. However, we are hoping that the city is willing to look at other ways to reimburse us this excess charge. The amount may not seem to be a lot to the city, however for a small business servicing kids with autism, that amount will purchase playground equipment for our new building. Perhaps a credit on our utility account or a future building permit to Rice Companies would be an option.

Foundations is happy we chose Sartell for our expansion project. Our new building will add approximately 75 jobs to the community. In addition, we utilize local vendors and contractors for supplies and maintenance needs. We would like to invite you and the Sartell City Council to our Grand Opening Open House scheduled for January 30th, 2025 from 11 am – 7 pm.

Please feel free to reach out with any questions, and I thank you for considering our request.



Kris Wainright-Tadych, MS, LP, MBA

Chief Executive Officer/Qualified Supervising Professional

Foundations Autism Center, PLLC

1908 Kruchten Court S, Sartell, MN 56377

kris.wainright-tadych@foundationsautismcenter.com

320-640-7660

Foundations Autism Revised Request (Number Two)

2/1/2025

Dear City of Sartell Community Grant Funding Committee:

I am writing today to request consideration for a Childcare grant based on our 2024 building expansion project.

I, along with two partners, operate Foundations Autism Center which opened at 1908 Kruchten Court S in March of 2023. We provide Applied Behavior Analysis (ABA) services to children in central Minnesota with autism or related conditions. ABA is an evidenced-based therapy that focuses on the use of reinforcement and systematic intervention to increase skills such as communication, social skills, and daily living skills. Our services allow children with autism or related conditions to learn and practice skills that will help them be successful in preschool and educational settings as they grow. Our services are funded primarily by the MN Department of Human Services and as I often joke, we are as close to being non-profit as you can be without actually being non-profit.

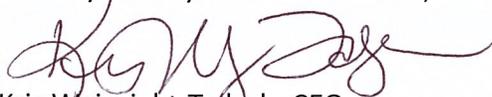
In early 2024 we decided we wanted to expand our services as our waitlist was very long. Approximately 1 in 34 children in MN have been diagnosed with autism, making the demand for our services strong. We purchased the land adjacent to our existing building at 1905 Kruchten Court S and requested proposals to build a second building. We chose Rice Companies as our builder and began the process. In July, the City of Sartell met with Rice Companies several times to discuss both the water treatment/holding pond plans as well as the permitting fees discrepancy of about \$8000. Agreement on the water treatment issue happened pretty quickly, however the discussion on the permitting fees continued. Due to timelines with our project the decision to pay the requested permit fees was made so that we could begin the project and continue discussions to try to understand the discrepancy.

After several discussions with Rice Companies as well as internal discussions and City Council meetings, the decision to restructure Sartell's fee schedule was made to take effect in 2025. If our project was completed in 2025, it appears our permitting fees would have been approximately \$3300 less than what we paid, all other factors considered.

I am requesting the Childcare Grant committee award us this \$3300 so that we can get closer to our project budget projections. This amount of money is significant to a small business such as ours and will be immediately invested back into our program. Specifically, this money will be used to purchase additional playground equipment for the children.

If you have any questions, do not hesitate to reach out to me at kris.wainright-tadych@foundationsautismcenter.com or 320-290-0693.

Thank you for your consideration,



Kris Wainright-Tadych, CEO
Foundations Autism Center PLLC



City of Sartell Community Grant Funding Application

1. Organization Name Foundations Autism Center PUC
2. Primary Contact: Kris Wainright-Tadych
Phone: 320-290-0693
Email: kris.wainright-tadych@foundationsautismcenter.com
3. Were you referred to this grant from a City Employee or Council Member? If so, who?
 Yes
 No
Name: Kari Haakonson and Anna bruber
4. Does funding request benefit Sartell by encouraging community engagement? If so, how?
 Yes
 No
Briefly explain how: Foundations provides essential services and education surrounding autism
5. Are you a registered non-profit organization with the State of Minnesota?
 Yes
 No
6. Which grant are you applying for?
 Community Service Grant
 Multi-Year Grant
Amount applying for and duration (if applicable): one time \$3300.00
 Childcare grant
7. Have you received funding from this grant in the past two calendar years?
 Yes
 No
8. Please provide your latest audited financials, or approved budget documents for the current fiscal year. Organizations are required to be self-supporting and sustainable. NA
9. Please provide proof of insurance- must have proof of \$2,000,000 all-risk liability insurance before funding will be awarded. NA
10. Please attach the following budget documents:
 - a. ALL costs associated with this event, not just what you are asking funding for
 - b. Which costs you are asking to be funded -see attached
 - c. All revenue sources



11. Are you able to meet the match of 50% requirement? *NA*

- Yes
- No

12. Please attach a detailed Plan *See attached*

- a. If this funding is to be used towards an event, please provide a detailed outline of the event
- b. If this funding is to be used towards a structure, please provide a detailed sketch

If you have any questions about the application, please contact Finance Director Rob Voshell: 320-258-7318

Funding Guiding Principles:

- All funding requests will require an application process and associated documentation.
- Funding request must clearly benefit Sartell by encouraging community interaction and must provide documentation proving such.
- Funding must be directly attributable to a program, project, or event delivery within city limits of Sartell.
- Organizations are required to be self-supporting and sustainable and must prove this via audit or budgetary documents.
- Organizations must demonstrate proof of \$2,000,000 all-risk liability insurance before funding will be awarded.
- Organizations must show the ability to match the funding request by demonstrating revenue streams and in-kind donations. A match of 50% will be required on all requests.
- Organizations must provide proof of plan or concept.
- Organizations must be based in Sartell, serve the residents of Sartell, and be in good standing with the City of Sartell.
- Organization applying for funding must not have received funding for the previous two consecutive years.
- Organizations may only apply under one funding stream per year.
- The City reserves the right to deny any applications and or terminate the grant process based on the availability of funds.
- Funding is not based on financial need.
- Funding must not be used for: fundraising, travel expenses, cash prizes, or gifts.
- Government departments, boards, political parties and agencies are not eligible for funding

SARTELL PUBLIC SAFETY



SEEKING QUALIFIED APPLICANTS

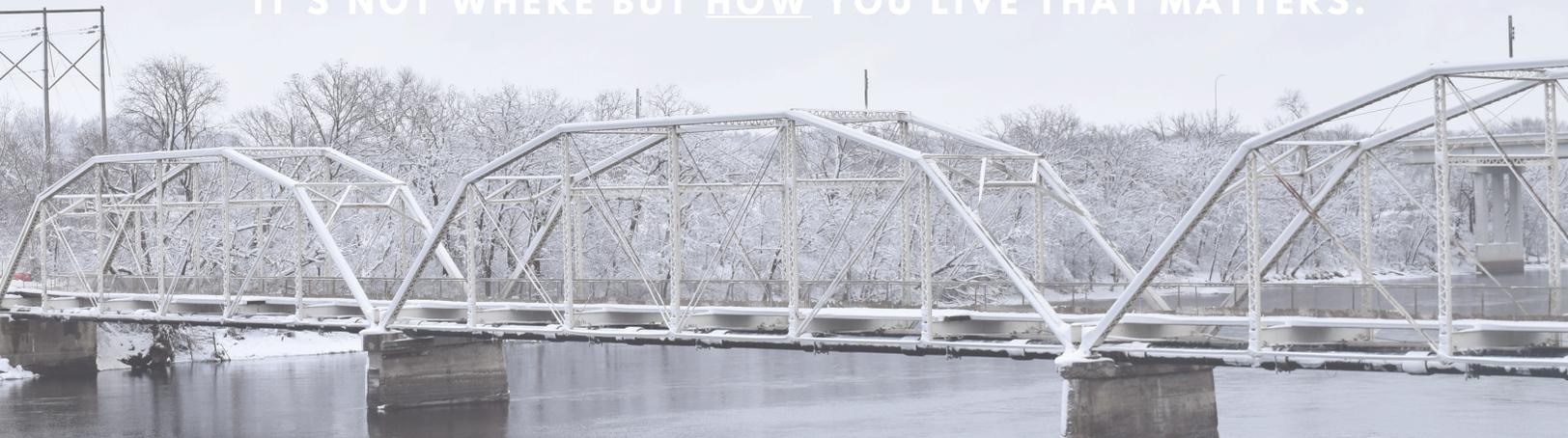
**POSITION: FIRE CHIEF/DEPUTY
DIRECTOR OF PUBLIC SAFETY**

LOCATION: CITY OF SARTELL, MINNESOTA
SALARY RANGE: \$111,850 - \$125,675

Live Sartell.

www.sartellmn.com

IT'S NOT WHERE BUT HOW YOU LIVE THAT MATTERS.



POSITION: FIRE CHIEF/DEPUTY DIRECTOR OF PUBLIC SAFETY

SALARY RANGE: \$111,850 - \$125,675 WITH FULL & GENEROUS BENEFITS PACKAGE AND A TAKE HOME VEHICLE

POSITION SUMMARY:

Performs professional work planning, organizing, and administering daily fire and life safety operations; scheduling and assigning personnel and equipment; preparing and presenting directives and reports; developing training programs, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Public Safety Director. Departmental supervision is exercised over all personnel within the volunteer fire department and full-time life safety staff.

OPTIONAL QUALIFICATIONS:

- Minnesota State Certified as (FAO) Fire Apparatus Operator/Pumper
- Bachelors Degree in Fire Science, Emergency Management, Business, Administration or Related Field
- NFA (National Fire Academy) or equivalent Leadership I, II, III (Or advanced leadership training equivalent)
- Minnesota State Certified as Fire Inspector I or higher meeting NFPA 1037 Standards
- NIMS (National Incident Management System) 700, 800; 100-400 Certifications
- Homeland Security and Emergency Management Professional Certification
- Knowledge of and work in fire prevention, inspections, and code enforcement
- A MN Peace Officer License is not required, but would be considered as a bonus, with the ability to keep your license active

REQUIRED QUALIFICATIONS:

- Associates degree in Fire Science, Business, Administration, or related field. (Management experience may be substituted for degree)
- Licensed firefighter with MBFTE (Minnesota Board of Firefighter Training and Education) meeting NFPA 1001 Standards. Minnesota State Certified as Fire Officer I or higher meeting NFPA 1021 Standards.
- Minnesota State Certified as Hazardous Material Operations or higher meeting NFPA 472 Standards
- Must possess valid Minnesota Class D Driver's License or equivalent
- 30 Minute response time to the Public Safety Facility within 6 months of hire



**CITY OF SARTELL
Fire & Rescue**

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**QUESTIONS: PLEASE CONTACT BRANDON SILGJORD
PUBLIC SAFETY DIRECTOR, CITY OF SARTELL
(BRANDON@SARTELLMN.COM)**





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POSITION PROFILE:

- Plans, coordinates, supervises, and evaluates Fire and EMS operations to minimize life and property loss.
- Establishes policies, procedures, and implements programs based on City Council and City Administrator and Public Safety Director directives.
- Sets and evaluates short- and long-term department goals, working with staff to develop service delivery ideas.
- Ensures department plans reflect the city's values, vision, and community needs.
- Reviews department performance, addresses deficiencies, handles grievances, and maintains discipline.
- Directs fire department training and prepares reports for the Public Safety Director, City Administrator and City Council.
- Assigns personnel and equipment based on service needs and coordinates public fire education programs.
- Represents the department at community events and festivals, and attends various staff, mutual aid, and partner meetings.
- Supervises the preparation and implementation of the department's annual budget and capital equipment program.
- Ensures proper financial record-keeping, advises the Finance Director on fiscal matters, and controls department expenditures.
- Researches state and federal funding opportunities, applies for grants, and recommends new equipment purchases.
- Manages fire inspections, including hydrants, sprinkler systems, and fire protection systems for compliance with fire codes.
- Coordinates fire-related code reviews for building permits and business licenses, and recommends ordinance amendments.
- Investigates major fire incidents and arson, responding to complaints regarding fire code violations and hazards.
- Maintains records and ensures compliance with state and federal fire incident reporting requirements.
- Recommends and develops fire prevention policies, procedures, and codes.
- Assists with emergency response, maintains safety protocols, and reviews city staff accidents for prevention.
- Represents the city in public, media, and government, promoting cooperation and support while incorporating community feedback into decision-making.
- Leadership over Life Safety Division including code enforcement and public safety inspections

KNOWLEDGE, SKILLS & ABILITIES:

The role requires a comprehensive understanding of fire suppression, prevention, emergency services, and relevant laws and regulations. Key skills include operating fire service tools, providing first aid, and making sound decisions in emergency situations. The position involves supervising and training staff, maintaining good physical condition, and communicating effectively. The ability to establish strong working relationships with employees, supervisors, and the public is essential. The role also requires expertise in fire code inspection, leadership in staff management, and the ability to work independently, solve problems, and prepare reports. Strong judgment, professionalism, and the ability to promote a cooperative environment are crucial.

**SARTELL
FIRE
RESCUE**



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The Sartell Fire Department is a growing agency with over 30 paid on call firefighters in the Fire Division, and 3 full-time staff in our Life Safety Division (with plans to grow) that also fall into the chain of command for our Fire Chief. We are excited to find a leader for this position that will help look for continued growth opportunities while also supporting a talented staff that is already in place. Our paid on-call firefighting staff consists of a majority of younger staff members with several veteran officers and firefighters mixed in. We are proud to share that we have stayed well-staffed over the past decades with recruiting new firefighters being a highlight of our successes. The Fire Chief we select will also be our first Deputy Director of Public Safety, severing under our Director of Public Safety and working closely with our law enforcement team who is housed in the same state-of-the-art facility, with equipment to match.

APPARATUS AND FLEET INFO:

- 1 Tower
- 2 Engines
- 2 Tenders
- 2 Grass Rigs
- 1 6x6 Fire Rescue Vehicle
- 1 Air and Rehab Vehicle
- 1 Utility Truck
- 1 Chief Vehicle
- 1 Rescue Truck
- 2 Boats
- 1 River Spill Cleanup Trailer
- 3 Public Safety Inspections Trucks

FACILITY INFO:

- New state-of-the-art combined Public Safety Facility with Police & Fire completed in 2020
- Fire: Approx. 19,825 sq. ft.
- Police: Approx. 24,385 sq. ft.
- Shared: Approx. 5,130 sq. ft.



KEY INITIATIVE & PROJECTS:

- Leadership and Continued Development of our Newly Staffed Life Safety Division
- Build out of New Fire Command Vehicle
- Newly Delivered Tender for 2025
- Launch of New Fire Engine in 2026
- Review and consideration of recently completed Regional Fire Study Results
- Spec and Planning of new UTV
- Completion of virtualized policy and procedures manual

GIVING BACK/COMMUNITY INVOLVEMENT:

- Fire Prevention Week with Kindergarten Students
- Summerfest
- Day Care Site Visits
- National Night Out
- Annual Golf Outing

UPCOMING CHALLENGES AND CELEBRATIONS:

- Leadership and Continued Development of our Newly Staffed Life Safety Division
- Build out of New Fire Command Vehicle
- Newly Delivered Tender for 2025
- Launch of New Fire Engine in 2026
- Review and consideration of recently completed Regional Fire Study Results
- Spec and Planning of new UTV
- Completion of virtualized policy and procedures manual

Check out our facility!

www.youtube.com/watch?v=Ya6e5Q3HXGA

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OUR LOCATION:

Location is everything, and our location, which straddles the Mississippi River, shapes our City. Our location along Highway 15 and Highway 10 affects the type of development and businesses that locate here. We have benefited from the medical and tech businesses located here while our proximity to downtown St. Cloud offers key benefits for businesses and residents. Sartell is the perfect combination of a place with a small-town community feel that also has access to bigger city amenities.

THE CITY OF SARTELL IS

- Known for its quality recreational amenities, including more than 30 miles of trails; 40 parks; an indoor ice arena with a second sheet of ice; premier youth baseball facilities that host State-wide and regional baseball events; and a Community Center offering everything from senior gathering space and library use to an indoor playground and sports courts.
- One of the fastest growing communities in Central Minnesota
- Home to a top 10 School District in the State of Minnesota
- Home of the Central MN Healthcare Hub – a prime development area with dozens of top quality medical facilities and hundreds of acres available for future growth

OUR BUSINESS:

Our businesses are diverse. From unique and small to large and national, each business provides options for entertainment, employment and services.

OUR INSTITUTIONS:

Our institutions are strong assets that bind our community together. Our city services, including police, fire and public works departments, help maintain the high quality of life we are regarded for and this helps create our strong public image. They ensure that our neighborhoods and public spaces are safe and beautiful. Public safety is one of our greatest assets. Our social, community and religious organizations represent our varied interests and backgrounds and are the anchors that tie our community together.

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