

# **AITKIN COUNTY ORDINANCE REGARDING THE REGULATION OF YOUTH CAMPS**

**SECTION 1.00 PURPOSE.** The purpose of this ordinance is to establish standards for all lodging establishments and to protect the health, safety and general welfare of the people of Aitkin County.

**SECTION 2.00 SCOPE.** This ordinance shall provide for the licensing and inspection of all youth camps; regulation of the design, construction and maintenance of such establishments; and the enforcement of violations of this ordinance.

This ordinance is applicable to all youth camps as defined in Minnesota Statutes Chapter 144 and in this ordinance whether or not a license is required pursuant to Minnesota Statutes Sections 144.71-144.76.

**SECTION 3.00 AUTHORITY.** This ordinance is enacted pursuant to Minnesota Statutes Chapter 144, which establishes the authority for the State to license youth camps, and Chapter 145A, Section 145A.05, which authorizes the Commissioner of Health to enter into an agreement with counties or cities organized under the provisions of Section 145A.05 to perform all or part of the licensing, inspection and enforcement duties authorized under the provisions of these sections.

**SECTION 4.00 DEFINITIONS.** For purposes of this ordinance, the following words shall have the following meanings:

- 4.01 Commercial planned unit developments.** “Commercial planned unit developments” means land uses that provide transient, short-term lodging spaces, rooms, or parcels and their operations are essentially service-oriented. For example, hotel/motel accommodations, resorts, recreational vehicle and camping parks, and other service-oriented activities.
- 4.02 County.** “County” shall mean the County of Aitkin
- 4.03 County Board.** “County Board” shall mean the Aitkin County Board of Commissioners and its authorized representatives.
- 4.04 Deck.** “Deck” means a horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and at any point the deck surface extends more than 30 inches above ground.
- 4.05 Department.** “Department” shall mean the Aitkin Environmental Services Department and its authorized representatives.

- 4.06 Individual Sewage treatment system.** “Individual Sewage Treatment System” shall mean a system as described and regulated in the Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No. 1.
- 4.07 Landing.** “Landing” shall mean the top or bottom of a section of stairway, with or without railings.
- 4.08 Person.** “Person” shall mean any individual, firm, partnership, public or private corporation, municipality or other organization, receiver, trustee, assignee or agent, and with respect to acts prohibited or required herein, shall include employees or licensees.
- 4.09 Platform.** “Platform” shall mean a horizontal, unenclosed structure with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site and the platform surface extends less than 30 inches above ground.
- 4.10 Youth Camp.** “Youth Camp” shall mean a parcel or parcels of land with permanent buildings, tents or other structures together with appurtenances thereon, established or maintained as living quarters where both food and beverage service and lodging or the facilities therefor are provided for ten or more people, operated continuously for a period of five days or more each year for educational, recreational or vacation purposes, and the use of the camp is offered to minors free of charge or for payment of a fee. This definition does not include cabin and trailer camps, fishing and hunting camps, resorts, and penal and correctional camps, industrial and construction camps, nor does it include homes operated for care or treatment of children and for the operation of which a license is required under Minnesota Statutes Chapter 257.

## **SECTION 5.00 LICENSING**

- 5.01 License Required.** No person shall operate a youth camp establishment within Aitkin County unless a license for the current year has been obtained pursuant to this ordinance.
- 5.02 Transfer and Display of License.** Only a person who complies with the requirements of this ordinance shall be entitled to receive a license. Licenses shall not be transferable as to person or place.
- 5.03 License Fees.** Fee for licenses issued hereunder shall be those established from time to time by resolution of the County Board. An additional fee shall be charged for each additional service or operation, which is separate, distinct or unique from the central or main youth camp.
- 5.04 Application.** The application for such licenses shall be made on forms furnished by the Department and shall set forth the general nature of the business, the location, and other information as the County Board may require.

The issuance of such licenses and their maintenance, termination and administration shall be in accordance with and subject to all conditions of the Aitkin County Administrative Procedure Ordinance relative to the general requirements for licenses in Aitkin County.

## **SECTION 6.00 INSPECTION**

- 6.01 Inspection Prior to Approval of Application.** Prior to approval of an application for a license for a new youth camp establishment or an establishment that has not previously been licensed by Aitkin County or the Minnesota Department of Health, the Department shall inspect the proposed establishment to determine compliance with the requirements of this ordinance.
- 6.02 Inspection Frequency.** The Department shall inspect every youth camp establishment as frequently as it may deem necessary to insure compliance with this ordinance, but not less than one complete inspection per year.
- 6.03 Notification of Inspection results.** The Department shall notify the licensee in writing regarding the results of each inspection. The inspection report shall be delivered to the licensee or his authorized agent in person or by certified or registered mail. A copy of the inspection report shall be filed with the records of the Department and a copy shall be maintained by the Licensee for at least three (3) years of the date of the last inspection
- 6.04 Removal and Correction of Violations.** All licensees, owners, or operators of youth camp establishments having received a report giving notification of one or more violations of this ordinance shall correct or remove each violation in a responsible length of time determined by the Department. The length of time for the correction or removal of each such violation shall be noted on the inspection report. The failure to remove or correct each such violation within the time period noted on the inspection report shall constitute a separate violation of this ordinance.

## **SECTION 7.00 CONSTRUCTION - PLAN REVIEW.**

- 7.01 Plan Review.** All persons who hereafter construct, remodel or convert buildings or facilities for use as youth camps shall submit a complete sets of plans and specifications to the Department for review and approval before construction, remodeling or conversion shall begin. The plans and specifications shall show the layout; arrangement; mechanical, plumbing and electrical specifications; construction materials of work areas; and the location, size and type of equipment and facilities. The plans must be drawn to scale, must be legible and complete in all details. Plumbing specifications must be submitted to the Minnesota Department of Health for review and approval.
- 7.02 Plan Review Fees.** The appropriate fee, as established by resolution of the County Board, shall be submitted at the time construction plans are submitted.

- 7.03 Plan Approval.** The Department shall review and approve or not approve the plans and specifications within 30 days of the time a complete set of plans and specifications are submitted. The Department shall notify the applicant, in writing, of the results of the review.
- 7.04** A city or town shall not issue a building permit for a youth camp or remodeling or alteration permit for such establishment until such plans have the approval of the Department.
- 7.05 Construction Inspections.** The Department shall inspect the youth camp as frequently as it may deem necessary during construction to ensure that construction occurs in conformance with this ordinance.
- 7.06 Final Inspection.** The Department shall conduct a final inspection prior to the start of operation and issuance of an approved license. The youth camp shall be constructed and finished in conformance with the approved plans.
- 7.07 Expansion.**
- A. An expansion, conversion or change of use of a youth camp shall be through a Conditional Use Permit through the Aitkin County Planning and Zoning Office. Expansions, conversions or changes in use within Shorelands of Aitkin County shall meet the requirements set forth in Section 8.0 (Commercial Planned Unit Development) of the Aitkin County Shoreland Ordinance.
  - B. A compliance inspection of all individual sewage treatment systems on the property shall be completed prior to acceptance of an application for a Conditional Use Permit. Any individual sewage treatment systems not in compliance shall be repaired, replaced or otherwise brought into compliance when the Conditional Use Permit is approved or as otherwise agreed upon, in writing, by the Department.

## **SECTION 8.00 GENERAL REQUIREMENTS**

- 8.01 Camp Site.** The camp site shall be reasonably distant from any environment detrimental to the health and safety of the persons in attendance at the camp. In order to protect against all hazards that cannot be eliminated, suitable guards shall be installed and maintained. There shall be convenient access to the camp at all times during its operation.
- 8.02 Buildings.** All buildings used for any type occupancy shall be structurally sound, shall have roofs which do not leak, tight floors, and walls free of holes. Buildings shall be so constructed as to provide broad and easy exit in case of fire or other emergency, and all fire protection measures shall be in accordance with the requirements of the State Fire Marshall. Doors shall be tight fitting, and

both door and window openings shall be effectively screened with 16 mesh screening material.

**8.03 Floors.** The floors of all guest rooms, hallways, bathrooms, store rooms, and all other spaces used or traversed by guests shall be of such construction as to be easily cleaned, shall be smooth, and shall be kept clean and in good repair. Cleaning of floors shall be done as to minimize the raising of dust and the exposure of guests thereto. The requirements of this section shall not prevent the use of rugs, carpets or natural stone, which can be kept clean. Abrasive strips for safety purposes may be used wherever deemed necessary to prevent accidents.

**8.04 Sleeping Quarters.**

- A. **Individual Beds.** Each camper shall have an individual bed. There shall be at least three feet between beds when placed side by side, and at least one foot when placed end to end. The beds shall be arranged for head to foot or foot to foot sleeping in such a manner as to provide a seven-foot horizontal separation between the heads of the sleepers.
- B. **Bedding.** All bedding including mattresses, linens and covers provided by the camp management shall be maintained in a clean, sanitary condition and in good repair.
- C. **Bunk Beds.** Any room containing a double-deck bunk shall have at least one window that can be easily opened. The top of the window shall be higher than the top rail of the upper bunk. The minimum space between the floor and the lower bunk rail shall be twelve inches, and the minimum space between the lower and upper bunk rails shall be thirty-six inches. No bunk shall be more than six feet above the floor. There shall be at least thirty-six inches between the upper bunk and the ceiling.
- D. **Ventilation.** Every sleeping room shall be ventilated. The area of direct opening to the outside shall be equivalent to at least five per cent of the floor area. Where this condition cannot be met, adequate mechanical ventilation shall be provided.

**8.05 Bathing and Hand Washing Facilities.** Suitable hand washing facilities shall be conveniently located at or near each toilet. Shower facilities, if provided, shall be provided on the basis of one showerhead for every twenty-five persons. Hot water provided at hand washing and shower facilities shall not exceed 130 degrees F.

**8.06 Toilet Facilities.** Toilet facilities shall be provided on the basis of one set for every twelve campers. In camps or sections of camps used by male campers, urinals may be substituted for one-third of the toilet seats. Toilet facilities shall be convenient to sleeping quarters and shall be adequately ventilated and

equipped with artificial lighting. Toilet facilities shall be provided at the waterfront where physically feasible. Toilet tissue shall be provided at each unit. Toilet facilities, including rooms and fixtures, shall be kept in a clean condition and in good repair.

**8.07 Insect and Rodent Control.** All buildings shall be so constructed and equipped as to prevent the entrance, harborage or breeding of flies, roaches, bedbugs, rats, mice and all other insects and vermin, and specific means necessary for the elimination of such pests such as cleaning, renovation or fumigation shall be used. The Department may order the facility to hire an exterminator licensed by the state to exterminate pests when:

- A. The infestation is so extensive that it is unlikely that a non-professional can eradicate the pests effectively, or
- B. The extermination method of choice can only be carried out by a licensed exterminator, or
- C. Upon reinspection, it is found that an establishment has not been brought into compliance with a prior order to rid the establishment of pests.

**8.08 Livestock and Pets.** Livestock shall be quartered not less than 500 feet from the cooking, dining, and sleeping quarters. Unless special facilities are provided, pets shall not be permitted in the camp. Any pets, including but not limited to, dogs or cats that do not have a current vaccination against rabies, shall not be permitted in the camp.

**8.09 FOOD SERVICE FACILITIES.** All food service facilities shall be constructed, equipped and operated in accordance with the provisions of the Aitkin County Food Protection Ordinance.

## **SECTION 9.00 WATER SUPPLY.**

**9.01 Water Source.** Every camp shall obtain a safe, adequate supply of that is located, constructed and operated in accordance with Minn. Rules, Chapter 4720 or Minn. Rules Chapter 4725.

**9.02 Dispensing Water.** Water, except that served at meals, shall be dispensed either by means of satisfactorily designed drinking fountains or individual paper cups.

**9.03 Water Temperature.** The temperature of hot water which is provided in any public area or guest room, including but not limited to lavatories, bathtubs or showers shall not exceed 130 degrees F (approximately 55 degrees C).

**SECTION 10.00 PLUMBING.** All new and remodeled plumbing systems shall be designed, installed and maintained in accordance with Minn. Rules, Chapter 4715. Where existing plumbing defects are found to create a serious public health hazard, correction shall be undertaken immediately.

**SECTION 11.00 SEWAGE DISPOSAL.** All sewage shall be managed in accordance with the Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No. 1.

**SECTION 12.00 SOLID WASTE**

**12.01 Solid Waste.** The storage, collection and disposal of refuse and garbage shall be in accordance with the Aitkin County Solid Waste Ordinance. All garbage, trash, and refuse shall be removed from the premises frequently to prevent nuisance and unsightly conditions, and shall be disposed of in a sanitary manner. All garbage receptacles shall be kept clean and in good repair. All refuse and garbage storage shall be done in fly-tight, watertight, rodent-proof containers

**12.02 Open Burning.** Burning of solid waste except at a licensed facility is prohibited.

**SECTION 13.00 SWIMMING FACILITIES.** Natural swimming places shall be located only on lakes and streams which are relatively free of human, animal, and industrial pollution, and where such bathing and swimming will not endanger the quality of a domestic water supply, or interfere with other uses of the water by riparian owners. The area designated for swimming shall be properly marked, shall be kept free of weeds, sharp stones, sunken logs, and other debris and shall preferably have a gradual slope. Swimming pools shall be constructed and operated in accordance with the provisions of the rules of the Commissioner of Health relating to Public Swimming Pools (Minn. Rules, Chapter 4717. All waterfront activities involving campers, staff members, or visitors shall be adequately supervised by at least one individual currently certified as American National Red Cross Water Safety Instructor, or the equivalent.

**SECTION 14.00 FIRE PROTECTION.** All fire protection measures shall be in accordance with requirements of the State Fire Marshall. All lodging establishments shall provide suitable fire escapes, which shall be kept in good repair, and accessible at all times. Hallways shall be marked and exit lights provided; fire extinguishers shall be provided and shall be recharged annually and kept accessible for use. No sleeping quarters shall be maintained in rooms which do not have unobstructed egress to the outside or to a central hall leading to a fire escape.

**SECTION 15.00 DESIGNATION OF RESPONSIBLE PERSONS.**

**15.01 Camper notification.** Each camper and staff member shall file with the camp operator the name, address, and telephone number of one or more duly

licensed practitioners of the healing arts or other responsible persons who are to be notified in case of illness or injury.

**15.02 Practitioner to be Designated.** The camp operator shall designate one or more duly licensed practitioners of the healing arts to be called in an emergency.

**15.03 Infirmary and First Aid.** The camp operator shall provide an infirmary for the isolation of sick or injured campers and staff members. First-aid equipment and supplies shall be available, and a person qualified in first-aid care shall be in charge at all times. When the existence of a communicable disease is suspected, the operator shall isolate the individual immediately and promptly arrange for medical attention. Transportation shall be provided for the immediate removal from the camp of sick or injured campers or camp personnel in emergency cases.

**15.04 Health Evaluation.** A health evaluation record must be presented to the camp operator by each staff member and by each camper under age 18 (or unemancipated) prior to or at the time of admission to the camp. The health evaluation record shall contain:

- A. A health history, on a form provided by the camp operator (or by a licensed physician) and completed by a parent, guardian, or licensed physician.
- B. An immunization record, giving dates of each immunization, and indicating that the camper is fully protected against measles, rubella, diphtheria, tetanus, pertussis, polio and mumps. A statement of conscientious objection signed by the parent or guardian or a medical reason for exemption signed by a licensed physician may be substituted.

If the health evaluation record identifies health problems or activity limitations, a licensed physician must perform a physical examination within one year before admission to camp. A record of that examination, including instructions relative to the limitation of the camper's participation in camp activities and/or medication requirements, must be presented to the camp operator.

**15.05 Health Records.** The camp operator shall keep a health record of every camper and staff member. In addition to the health evaluation record, the health record shall include the detailed records of the individual's illnesses and injuries occurring, and the first-aid treatments given, during the period of attendance at camp. The health evaluation record shall be reviewed by a physician or nurse designated by the camp on or before admission to the camp.

**SECTION 16.00 HAZARDOUS WEAPONS.** Firearms and other hazardous weapons shall be kept in locked compartments and shall be used only under



supervision. Firearm activities shall be supervised by an individual who possesses a current National Rifle Association instructor's card or its equivalent. An individual who possesses a national or regional, professional archery association certificate or its equivalent shall supervise archery activities.

**SECTION 17.00 ACCESSIBILITY.** All new establishments and any major remodeling or renovation of an existing establishment shall, when appropriate, bring the establishment into compliance with Minn. Rules Chapter 1341, cited as the Minnesota Accessibility Code

**SECTION 18.00 INDOOR AIR QUALITY.** The person in charge of a lodging establishment shall ensure that the requirements of the Minnesota Clean Indoor Act, Minn. Stat. Chapter 144 are met throughout the establishment.

**SECTION 19.00 VARIANCE.** In any case where, upon application of responsible persons, the Department finds that by reason of exceptional circumstances the strict enforcement of Section 8.01, through 8.06 and 8.08, Sections 9.00, 13.00, 15.00 and 16.00 would cause undue hardship and would be unreasonable, impractical or not feasible, the Department in its discretion may permit a variance therefrom. The Department shall grant a variance only to these sections according to the procedures set forth in Minnesota Rules, Section 4717.7000 through 4717.7050.

Such variances may be reviewed periodically and rescinded or altered as necessary to protect the public health or eliminate nuisance conditions.

**SECTION 20.00 ENFORCEMENT**

**20.01 Misdemeanor.** Any person who violates a provision of this County ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be punished therefor as provided by law. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

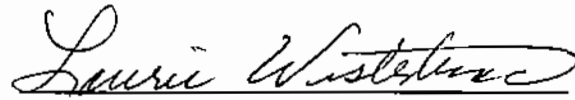
**20.02 Equitable Relief.** In the event of a violation or a threat of violation of this ordinance, the County Attorney may take appropriate action to enforce this ordinance, including application of injunctive relief, action to compel performance, or other appropriate action in court, if necessary, to prevent, restrain, correct or abate such violations or threatened violations

**SECTION 21.00 SEVERABILITY.** If any provision or application of any provision of this ordinance is held invalid, that invalidity shall not affect other provisions or applications of this ordinance.

**Section 22.00 Effectivity.** This shall be effective upon passage by the County Board and publication according to law.

Adopted by the Aitkin County Board of Commissioners this 25 Day of

January 2011.



Chairperson  
Aitkin County Board of Commissioners

Attest:



Kirk Peysar  
Aitkin County Auditor

Approved as to Form:



Jim Ratz  
Aitkin County Attorney

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Aitkin County Zoning

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COUNTY RECORDER  
AITKIN COUNTY, MINNESOTA

**FILED**

JAN 26 2011 9 AM

As Doc. No. *Diane A. Coffey*

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