

**Committee of the Whole
Monday, February 27, 2023
City Council Chambers**

1. Committee of the Whole 5:30 p.m. Monday, February 27, 2023
2. Strategic Plan Status Report
3. Discuss camping:
 - A. Is the City's intention to provide a few sites as in the past or develop a campground?
 - B. Determine potential locations and amount of public input that is desired.
4. Discuss what might be the ultimate use of Twiford Street property after the City constructs a public works facility. Report that the EDA & Planning Commission will be meeting to discuss the same and will report to April C.O.T.W.

Committee of the Whole Meeting Notes

October 24, 2022

Members Present: Mayor Russ Smith, Councilors Paul Novotny, Pam Bluhm, Mike Urban, Josh Broadwater and Dave Frank.

Members Absent: None.

Others Present: Gretchen Mensink-Lovejoy, Shane Fox, Beth Carlson, Brian Burkholder, Mike Bubany, Craig Britton, Chris Giesen and Joel Young.

Capital Improvement Plan: The purpose of this meeting was to review the City's capital plan and project future tax and utility rates. Mike Bubany, of David Drown and Associates, presented the information. The projections indicate that tax rates and debt-per-capita should continue to decline over time while utility rates should be stable or increase minimally. The projections include the water project in 2022, street improvements in 2023 and major street overlay project in 2028. It also includes the impact of borrowing money to purchase the Peoples Cooperative property in 2022 instead of constructing a public works building in 2024 and the construction of a new public works facility in 2029.

Preliminary 2023 Budget: The committee reviewed the preliminary tax levy for 2023, which would require an increase of 5.8% if adopted as presented. Since there is no provision in the budget to service debt associated with the purchase of the Peoples Cooperative property, the consensus was that the City would use cash on hand (unallocated funds) plus some of the money initially budgeted for a public works employee.

The members talked about how long the City might use the Peoples Cooperative property for public works versus re-selling the land for private purpose use and to construct a public works facility elsewhere. The general consensus was that the purchase of this property is a prudent move to solve the current issues, as long as we continue to search out another property that might be a more appropriate location.

City of Chatfield

Strategic Planning Implementation Report

Date: February 23, 2023

Strategic Direction: Developing Human Capacity

Initiative: *Host a Volunteer Fair - Gala*

Status: *It has been decided to put a hold on a fall non-profit fair/gala and focus on the Thursdays in the park during the summer. The goal there would be to increase awareness of the organizations by the greater community by providing a spot where they could either display organizational information or by providing a person to staff a booth. - We are considering a spring "report to the community/volunteer appreciation/fundraiser" gala and will continue to flesh out that idea.*

Initiative Lead / Participants:

- Sara Sturgis / Julie Fryer / Chris Giesen.

Purpose of the Initiative:

- To promote volunteer opportunities and to celebrate the volunteers.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: Developing Human Capacity

Initiative: *Create Job Descriptions for all Volunteers*

Status: Job descriptions have been developed for all volunteer positions associated with the City of Chatfield.

Initiative Lead / Participants:

- Joel Young / Julie Fryer.

Purpose of the Initiative:

- To provide clear information to prospective volunteers so they can be aware of the volunteer opportunities that exist and so they can better understand the value and expectations of each opportunity.

Identify any barriers/resources needed to complete the Initiative:

- Resources needed to complete this initiative are minimal.

City of Chatfield

Strategic Planning Implementation Report

Date: February 21, 2023

Initiative: *Implement Interactive GIS Mapping*

Initiative Lead / Participants:

- Craig Britton is taking the responsibility to initiate discussions on this initiative with key participants being Joel Young and Brian Burkholder along with Council Members Urban and Novotny (Public Works Committee). City Public Works staff will also be participating in the discussion.

Purpose of the Initiative:

- To develop an interactive GIS mapping system to enhance community outreach and to better inform the public on City assets and amenities.

Status: The GIS tool has been developed and deployed for use by city staff. The next step would be to deploy to the public and the City Engineer is developing the information needed for that step to take place.

Key Steps and timeline to complete the Initiative:

- Craig will develop the information necessary to consider making the tool available to the public.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- City website will be utilized for public access.

City of Chatfield Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Building Community Partnerships*

Initiative: *Community Enrichment Catalog*

Status Report: Three print editions and one electronic edition have been published. Plans are in place to continue to publish three print editions each year. This initiative has been accomplished.

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being LuAnn Kleven, Community Education Direction and Julie Sogla, Community Education Board Member.

Purpose of the Initiative:

- To develop routine interaction between the Chatfield Alliance and Chatfield Community Education. To provide to the community comprehensive information related to local continuing education and cultural activity opportunities.

Key Steps and timeline to complete the Initiative:

- Sara, LuAnn and Julie conducted an initial discussion in order to develop the preliminary purpose and scope of the project. (Nov 2021)
- LuAnn, Julie and Sara reached out to community organizations about including their offerings and advertising opportunities in the catalog. (Nov-Dec 2021)
- Catalog was designed, printed and distributed. (Jan 2022) Digital version available to view at: <https://www.chatfieldschools.com/community-ed>
- Sara, Julie and LuAnn will follow-up to establish a regular production timeline. (Estimated # of issues: 3 - Winter II/Spring, Summer, Fall/Winter I)

Identify any barriers to completing the Initiative:

- There is a potential for funding barriers. At this time the budget appears to support the printing and distribution of three catalogs. If the catalog or distribution area grows that may change.

Identify any resources needed to complete the Initiative:

- Resources appear to be sufficient at this time.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Initiative: *Downtown Apartment Breaks Ground*

Status: The City approved an application to construct an apartment building referred to as Mill Creek Overlook under the Mixed Use zoning clause. For reasons unknown to the City, the developer has not moved forward with the project.

The Planning Commission approved an application to construct an apartment building on Twiford Street with the condition that a parking issue be worked out. For reasons unknown to the City, the developer on that project has abandoned the project and did not acquire the property.

The City purchased the Twiford Street property referenced above with plans to temporarily house the Public Works Department with the ultimate goal of re-selling the property to a developer which might construct an apartment building or some other building of significance, within approximately five years.

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Purpose of the Initiative:

- To break ground on an apartment building in the downtown area during the 2022 calendar year.

Key Steps and timeline to complete the Initiative:

- Chris, Paul, Mike, and Joel conducted an initial discussion in order to develop the preliminary direction and scope of the initiative.
- Two subsequent meetings were held during January and February.
- Initial prospects have been identified and Chris is working with them directly. The prospective projects are still very preliminary and are currently working on acquiring sites, but could move forward by spring/summer of 2022.

Identify any barriers to completing the Initiative:

- Availability of sites downtown. Viable sites downtown are under private ownership and not actively listed for sale.
- If ownership of enough property is assembled, redevelopment (purchase/teardown/remediation/etc...) costs are generally higher.
- Current infrastructure may or may not be adequate depending on location and scope of project.

- Current zoning may not adequately allow for apartments to be built in the downtown area (allowed uses, setbacks, density, etc...)
- Current development/hook up fee schedule may not adequately address large apartment buildings (primarily SAC/WAC, park dedication, connection fees).

Identify any resources needed to complete the Initiative:

- With potentially more people living downtown, studies may be needed to better understand impacts on traffic, parking, infrastructure, business/service needs, etc...
- Because of the additional costs associated with redevelopment, it's anticipated that financial assistance such as TIF will be requested.
- Making sure zoning code is up to date/able to accommodate such a project.

City of Chatfield
Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Leveraging Technology*

Initiative: *Establish Communication Plan*

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being Joel Young, City Clerk and Kay Wangen, City Finance Manager and Webmaster.

Purpose of the Initiative:

- To develop routine interaction between the City of Chatfield and the Chatfield Alliance so that residents of Chatfield are comprehensively informed about government and community news and events.

Status: The City has developed a new practice of publishing a report the day after each meeting of the city council, to highlight the acts of the city council. This is called the City Council Brief.

Key Steps and timeline to complete the Initiative:

- Joel and Sara have conducted an initial discussion in order to develop the preliminary purpose of the initiative.
- Sara needs to set-up a meeting ASAP with Kay and Joel to:
 - Refine the purpose statement and identify goals.
 - Identify scope of information/communication needs.
 - Determine a division of duties and communication guidelines.
 - Determine frequency and purpose of future meetings.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- Resources needed should be minimal.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Growing the City*

Initiative: *Installation of Two-Vehicle Electric Car Charger*

Status: A two-vehicle Level 2 charger has been installed at the Chatfield Center for the Arts parking lot. This initiative has been accomplished.

Initiative Lead / Participants: Joel Young, Marty Walsh.

Purpose of the Initiative:

- The purpose of this initiative is to install an electric car charger to serve residents and travelers, which will enhance the livability of the community and an increase in economic activity.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Leveraging Technology*

Initiative: *Understand Green Step Cities Program Cost-Benefit*

Initiative Lead / Participants:

- Joel Young.

Purpose of the Initiative:

- The purpose of this initiative is to research the Green Step Cities program as a precursor to the City becoming more intentional regarding the use of energy and being more environmentally conscious.

Status: The Greenstep Cities Program information was to be presented to the Public Works Committee in February but time ran short. It will be on the March agenda for introduction.

Key Steps and timeline to complete the Initiative:

- Read materials regarding the Green Step Cities Program. (In progress)
- Meet with peers from participating cities to better understand the program in terms of cost/benefit.
- Develop a report to present to the city council for consideration.

Identify any barriers to completing the Initiative:

- There are minimal barriers to completing this initiative.

Identify any resources needed to complete the Initiative:

- There are minimal resources needed to complete this initiative.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Initiative: *Hotel is Started*

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Status: A local prospective developer has acquired property, developed a site plan and has created the financial pro forma which supports the construction of a hotel. They have not moved forward with construction plans at this time. The City has requested that the Legislature change one aspect of the Tax Increment Financing law so that TIF can be used to assist this project. This legislation will support this effort.

Purpose of the Initiative:

- To begin construction of a hotel within the community during the 2022 calendar year.

Key Steps and timeline to complete the Initiative:

- Chris, Paul, Mike, and Joel conducted an initial discussion in order to develop the preliminary direction and scope of the initiative.
- Three subsequent meetings were held during January and February, one of which included a local prospective hotel developer. The prospect is interested in building a 49, ~\$8M name brand facility with a pool. It would likely be a branded facility like GrandStay or AmericInn.
- The EDA needs to negotiate, construct, and consider approval of a development agreement, which should be able to happen as soon as spring 2022.
- Construction could begin as soon as mid/late summer 2022.

Identify any barriers to completing the Initiative:

- The committee has determined that financial assistance is needed in order to accomplish this project and has begun to develop possible tools to fill such financial gaps.
- There are some shortfalls with existing programs that currently limit our ability to use TIF or tax abatement. The committee is pursuing an "all of the above" approach to change state TIF law and work with Olmsted County to create economic development policies to allow for cooperative tax abatement.
- The current local prospect is actively pursuing investors to secure their complete financial package.

Identify any resources needed to complete the Initiative:

- The current hotel market study is from 2015 and needs to be updated. The committee recommends that the EDA assist with this aspect.
- The committee is currently constructing a financial assistance package for the project which could be introduced to the EDA as soon as 2/28 but no later than 3/28.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Growing the Community*

Initiative: *Identify Location for Affordable Lots*

Status: It was determined that the vacant lots that are scattered throughout the community might be more affordable to develop than new subdivisions, however, some type of incentive program might be necessary encourage the owners of those properties to put them on the market.

It was determined that an expanded mobile home park would provide affordable housing.

The City asked local legislators to consider drafting legislation that would index the values which govern the various property tax classification rates to inflation, to reduce the loss of market value exclusion aid that is provided to property owners. The legislation has not been written and it is unlikely that it will.

The City has retained Widseth to analyze the cost/benefit of growing the city in various directions in order to identify the most effective growth corridors in the future.

The City has retained Widseth to analyze the City's development standards and fees to determine if those standards and fees are unduly adding to the cost of housing, or not.

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny and Mike Urban.

Purpose of the Initiative:

- To identify property that might be suitable for development of affordable housing opportunities.

Key Steps and timeline to complete the Initiative:

- This sub-committee met on three different occasions.
 - For the purposes of this initiative, it was determined that "affordable" housing can be achieved in many ways, including:
 - Constructing new residential opportunities that result in current residents moving out of lower value homes into the new homes.
 - Providing rental opportunities, regardless of cost, allows an element of affordability, as no down payment is needed.
 - It was also pointed out that affordable housing and Section 8 housing are different forms of housing, both of which are important and valued.

- It was determined that this initiative should include rental and owner-occupied housing. It was noted that the community now has very few rental properties designed for Section 8 housing.
- A map of the City was created to help identify potential properties on the map. The map differentiated developed property from undeveloped property.
- Members need to complete a windshield survey of the community to identify potential properties.
- Members will conduct a review of zoning rules regarding performance standards and permitted uses, after which the Planning Commission will be asked to do the same. Examples might include more narrow streets, slower speed limits, allowing alternative dwelling units, etc.
- Members will review development fees to determine if changes need to be made, if those fees should be different based on new development versus redevelopment, etc.
- Members might suggest legislation to increase the property value at which the Market Rate Exclusion is eliminated, to reflect the effect of inflation, which would make housing more affordable.
- Members might suggest legislation that would decrease the classification rate for homes over \$500,000 in value, again to mitigate the effects of inflation.
- Focus on expansion of trailer park since that capacity seems to exist. Consider the extension of Burr Oak to the north end of the park to facilitate that expansion.
- Focus on what we can control or influence.
- Identify potential areas of development and shop those areas to prospective developers.
- Consider developing a land trust so that a homeowner would not have to seek a mortgage for the land on which the home is situated. This could result in a steady stream of income to the holder of the Trust, whether that is the city or a developer.
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Identify any barriers to completing the Initiative:

- Lack of time to spend on the initiative, given the existing workload.

Identify any resources needed to complete the Initiative:

- Funds to pay for feasibility studies and other consulting work.
- Input of Planning & Zoning Commission, EDA, HPC and the general public.

March 16 – Requested proposals from Britton/Tjossem

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Initiative: *Joint Meetings of the School District, City, and the Chosen Valley Community Foundation*

Status: The CVCF is working with Community Education, the Student Service Club, and the HS Principal/School Counselor, developing a system and working through the bugs. It's been suggested that we plan to meet (City, School, CVCF) in early summer so we can assess how these efforts are developing and get input for moving forward.

The concept of developing a non-profit hub is making progress under the direction of Sara Sturgis, with refinements on-going.

The proposed volunteer fair/gala has not yet developed. It will be summer before there will be time to pursue this initiative.

Initiative Lead / Participants:

- Joel Young, Superintendent of Schools Ed Harris and Chosen Valley Community Foundation (CVCF) President Julie Fryer.

Purpose of the Initiative:

- To develop routine interaction between these organizations so that the community building resources of each organization are better understood and able to be used as needed.

Key Steps and timeline to complete the Initiative:

- Joel and Julie have conducted an initial discussion in order to develop the preliminary purpose of the initiative.
- Joel, Julie and Ed met on Feb. 10 to further define the purpose and determine how to pursue the initiative. It was determined that this initiative will result in enabling the CVCF to serve as a hub of information for other organizations in the community. The work includes the development of a list of the organizations in the area and having each of those organizations clarify the purpose/mission of the organization, along with the opportunities and responsibilities for volunteers who might be interested in working with the organization.
- Julie offered to lead this initiative and stated that she would be working closely with Sara Sturgis of the Chatfield Alliance to develop the information that is needed.
- Julie will send a meeting invitation to Ed & Joel when ready to do so, which is anticipated to be sometime in March.

Identify any barriers to completing the Initiative:

- No barriers have been identified at this time.

Identify any resources needed to complete the Initiative:

- Resources needed should be minimal.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Informing and Empowering Decision Making(ers)*

Initiative: *Develop Routine Use of Interactive Polls & Surveys*

Initiative Lead / Participants:

- Joel Young, Kay Wangen.

Purpose of the Initiative:

- The routine use of polls & surveys is intended to better connect the City to its residents and the people within the organization. These polls and surveys will provide information to and solicit information from members of the public and within the organization.

Status: Staff is currently considering the deployment of brief surveys and polls.

Key Steps and timeline to complete the Initiative:

- Interact with Polco to better understand and use their poll and survey resources.
- Interact with Kay to better understand use the technology embedded in the City's website.
- Develop a method by which to determine information that needs to be distributed / solicited.

Identify any barriers to completing the Initiative:

- There are minimal barriers to completing this initiative, other than time.

Identify any resources needed to complete the Initiative:

- There are minimal resources needed to complete this initiative.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Initiative: *Secure Prospective Developers*

Initiative Lead / Participants:

- Chris Giesen is taking the responsibility on this initiative with key participants being councilors Paul Novotny and Mike Urban, and City Clerk Joel Young.

Purpose of the Initiative:

- To secure the interest of new developers for residential lots within the community.

Status: The solicitation of prospective developers cannot take place until specific areas of growth are identified, therefore, this initiative will not be pursued until the feasibility studies are completed and growth corridors or specific properties are identified for growth.

Key Steps and timeline to complete the Initiative:

- The committee met once to discuss this initiative. It was decided that other initiatives (like expanding infrastructure and identifying affordable lots) needed work first before new developers were sought out.
- No further action has been taken at this time.

Identify any barriers to completing the Initiative:

- Limited infrastructure beyond currently developed areas.
- Limited supply of buildable lots for sale.
- Costs associated with development/infrastructure extension.

Identify any resources needed to complete the Initiative:

- Progress on other strategic initiatives (expanding infrastructure and identifying affordable lots) will provide needed direction. We aren't able to market to new prospects without anything to sell.
- Having clear plans for future expansion areas, incentives (if any), fee structures, etc... will provide additional clarity for prospective developers.
- Coordinated community marketing efforts.

City of Chatfield
Strategic Planning Implementation Report

Date: February 23, 2023

Strategic Direction: *Leveraging Technology*

Initiative: *Students Helping with Communication*

Initiative Lead / Participants:

- Sara Sturgis is taking the responsibility to initiate discussions on this initiative with key participants being Lillian Hanson, student participant in the Strategic Planning session and other students if needed.

Purpose of the Initiative:

- To develop opportunities for young people to be engaged with communication

Status: It has been determined that this initiative is better pursued by embedding students in as many activities as possible, which will generate more opportunities for the voice of the students to be heard than would be the case by pursuing this initiative as a stand-alone project.

Key Steps and timeline to complete the Initiative:

- Sara has reached out to Lillian to set up a follow-up meeting.
- Once a date has been set, this meeting will:
 - Brainstorm ideas then hone in on marketing and communication goals.
 - Identify methods for structuring/managing the project/students.

Identify any barriers to completing the Initiative:

- Time commitment by students.

Identify any resources needed to complete the Initiative:

- No resources identified at this time.

City of Chatfield

Strategic Planning Implementation Report

Date: February 23, 2023

Strategic Direction: Developing Human Capacity

Initiative: *Students on all Boards*

Initiative Lead / Participants:

- Joel Young / Eric Nelson / Julie Fryer.

Purpose of the Initiative:

- To gain the benefits associated by including the youth of the community official boards and commissions of the City and with the non-profit organizations of the community.

Status: Mr. Nelson has been distributing information to students and parents. One student has expressed interest in joining the City Council and the City Charter Commission but has yet to submit an application.

Key Steps and timeline to complete the Initiative:

- Joel met with High School Principal Eric Nelson to discuss the logistics of including students on the City's boards and commissions.
 - It will be necessary to clarify the expectations of everyone involved.
 - A method of student selection will need to be developed, which will be informed by Mr. Nelson.
- The staff who facilitate each board and commission will need to take the lead to ensure the student gets the on-site support needed for success.
- Mr. Nelson will act as a sounding board and guide for students as needed.
- A position description needs to be developed to clarify roles and responsibilities.

Identify any barriers/resources needed to complete the Initiative:

- Research needs to be completed to determine if the City Charter has any bearing on this initiative.
- Resources needed to complete this initiative are minimal.

March 16 - Distributed outline of student commissioner paper to Vogel, Erickson, Giesen and Tjossem.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Informing and Empowering Decision Making(ers)*

Initiative: *Twiford Street Redevelopment Area*

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny, Mike Urban and Craig Britton.

Purpose of the Initiative:

- The purpose of this initiative is to identify the various steps associated with redeveloping property and to develop a process that would lead to that redevelopment.

Status: The Planning Commission is currently envisioning the ultimate use of the City's property on Twiford Street and intends on expanding that focus to a few blocks radius. The EDA will be asked to do the same as will the City Council.

Key Steps and timeline to complete the Initiative:

- Identify the geographical boundaries of the area. At this point, the area can be described as that land bounded by First Street, Main Street, Division Street and Mill Creek Park. Because the city-owned land on Third Street, commonly referred to as the old cement plant, is also situated along Mill Creek Park, there could be reason to include this property in the overall vision process.
- Identify the resources needed to conduct the process of redevelopment visioning.
- With the use of the Land Use Plan and the input of the Planning Commission, EDA, HPC, property owners and the general public, develop a list of desired services and type of development that would best serve the community.
- Solicit a proposal from the City Planner to conduct the required studies. April, 2022
- Evaluate the results of the studies and determine next steps. September, 2022

Identify any barriers to completing the Initiative:

- Cost of planning activities.
- The need to synergize the various interested parties in order to provide the needed input.
- Personal sensitivities associated with visioning the redevelopment of the property.

Identify any resources needed to complete the Initiative:

- Funds to pay for planning studies and other consulting work.

- Input of Planning & Zoning Commission, EDA, HPC, property owners and the general public.

City of Chatfield

Strategic Planning Implementation Report

Date: February 16, 2023

Strategic Direction: *Growing the Community*

Initiative: *Expanding Infrastructure to the North and West*

Initiative Lead / Participants:

- Joel Young, Logan Tjossem, Chris Giesen, Paul Novotny, Mike Urban and Craig Britton.

Purpose of the Initiative:

- To identify and prioritize geographical areas for the growth of the community, based on the feasibility of the extension of city infrastructure.

Status: The City has retained Widseth to analyze the cost/benefit of growing the city in various directions in order to identify the most effective growth corridors in the future.

Key Steps and timeline to complete the Initiative:

- Staff identify potential areas for expansion based on the City's Land Use Plan and proximity to infrastructure. Areas identified include:
 - County Road 10 site,
 - The extension of Burr Oak Avenue,
 - The extension of development along Mill Creek Road,
 - The extension of Orchard Ridge Road,
 - Development to the west of the corporate limits, south of Highway 30, including the entire Schild property.
 - West Chatfield
 - Property between Old Territorial Road and Highway 74
 - Southwest of St. Albans Street
 - There is a need to install a well on the city's property along 155th, which will provide water to the upper level water tower and provide water for development on the north end of the city.
- With the use of the Land Use Plan and Transportation Plan, envision the type of development that might take place in each area.
- Solicit a proposal from the City Engineer to conduct a feasibility study on each area identified. February, 2022
- Evaluate the results of the studies and determine priority for future development. June, 2022

Identify any barriers to completing the Initiative:

- Cost of feasibility studies.

- Personal sensitivities associated with visioning the growth of the community.

Identify any resources needed to complete the Initiative:

- Funds to pay for feasibility studies and other consulting work.
- Input of Planning & Zoning Commission, EDA, HPC and the general public.

March 16 – Requested proposals from Britton/Tjossem to estimate infrastructure costs.

Summary of General Requirements for Recreational Camping Areas

- Definitions
- Recreational Camping Vehicle Spacing
- Water Supply
- Sewage Disposal, Toilets and Shower Facilities
- Garbage and Refuse, Insect and Rodent Control, Other Things

Definitions

- Recreational camping area (RCA), means any area, whether privately or publicly owned, used on a daily, nightly, weekly, or longer basis for the accommodation of five or more tents or recreational camping vehicles free of charge or for compensation. "Recreational camping areas" do not include youth camps ([LINK http://www.health.state.mn.us/communities/environment/recreation/lodging/rules/youthcamp.html](http://www.health.state.mn.us/communities/environment/recreation/lodging/rules/youthcamp.html)), industrial camps, U.S. Forest Service Camps, state forest service camps, state wildlife management areas or state owned public access areas which are restricted in use to picnicking and boat landing, and temporary holding areas for self contained recreational vehicles created adjacent to motor sports facilities.
- Recreational camping vehicle (RCV), includes the following:
 - Any vehicular, portable structure built on a chassis, designed to be used as a temporary dwelling for travel, recreational, and vacation uses;
 - Any structure designed to be mounted on a truck chassis for use as a temporary dwelling for travel, recreation, and vacation;
 - Any portable, temporary dwelling to be used for travel, recreation, and vacation, constructed as an integral part of a self propelled vehicle; and
 - Any folding structure, mounted on wheels designed for travel, recreation, and vacation use.

Recreational Camping Vehicle Spacing

- There must be 10 feet of open space between the sides of adjacent RCVs and their attachments.
- Minimum site size of 2,000 square for each RCV.
- All RCVs must be located at least 25 feet from property lines which abut a public street or highway and at least 10 feet from all other property boundary lines.

Water Supply

- The water supply system must meet all applicable MDH requirements for public water supplies (MN Rules Chapter 4720 ([LINK https://www.revisor.mn.gov/rules/4720/](https://www.revisor.mn.gov/rules/4720/))) and water wells (MN Rules Chapter 4725 ([LINK https://www.revisor.mn.gov/rules/4725/](https://www.revisor.mn.gov/rules/4725/))).
- Water must be available within 400 feet of every campsite.
- Minimum water riser pipe size is 3/4 inch; water riser and sewer riser must be constructed of approved materials and separated by at least 10 feet.

- All plumbing must be installed in accordance with the Minnesota Plumbing Code, Chapter 4715 ([LINK https://www.revisor.mn.gov/rules/4715/](https://www.revisor.mn.gov/rules/4715/)).

Sewage Disposal, Toilets and Shower Facilities

- All sewage and waste water must be discharged into an approved municipal sewage system if one is available or an individual on site sewage treatment system that meets the requirements of the Minnesota Pollution Control Agency rules, Chapter 7080 ([LINK https://www.revisor.mn.gov/rules/7080/](https://www.revisor.mn.gov/rules/7080/)) and any applicable local codes.
- Toilet and shower facilities must be provided in all campgrounds which harbor any RCV which is not equipped with toilet and bathing facilities, in accordance with the schedule in MN Rules Chapter 4630.0900 ([LINK https://www.revisor.mn.gov/rules/4630.0900/](https://www.revisor.mn.gov/rules/4630.0900/)). Toilet and shower facilities shall be adequately heated, ventilated and lighted and have durable, washable, floors, walls, and ceilings. Toilet facilities must be provided within 400 feet of any campsite.
- Camping areas harboring RCVs with self contained waste water tanks must provide a sanitary dumping station in the ratio of 1 sanitary station for each 100 sites or fraction thereof. Sanitary stations must be adequately screened and located at least 50 feet from any campsite.
- Properly constructed privies may be provided for toilet facilities provided that they are installed in accordance with local zoning requirements.

Garbage and Refuse, Insect and Rodent Control, other things

- Adequate number of fly tight, watertight and rodent proof containers must be provided for all garbage and refuse. Garbage must be collected for disposal as often as necessary to prevent nuisance conditions and not less than once each week.
- RCAs must be maintained free of accumulations of debris or material which may provide rodent harborage or breeding places for insect pests. RCAs must be maintained free of growths of noxious weeds.
- Domestic animals or pets must not be allowed to run at large or cause any nuisances within a RCA. Any kennels, pens or other facilities provided for animals must be maintained in a sanitary condition.
- A maximum speed limit of 10 miles per hour must be clearly posted throughout the RCA.

Last Updated: 10/03/2022

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE

FROM: JOEL YOUNG, CITY CLERK

SUBJECT: TWIFORD STREET PROPERTY

DATE: 2/23/23

CC:

Request: Envision the ultimate use of the Twiford Street property – determine what might be constructed on that property that best fits the needs and desires of the community.

Background: The purchase of the Twiford Street property was based on the premise that the City would use the property for a limited time, until a new public works facility is constructed, presumably no later than 2029. When the time comes to sell the property, the City will have the ability to identify what the community would like to see constructed on the property prior to selling the property to a developer. While 2029 might seem like a long way into the future, it would be helpful to identify what the ultimate use of this property might be, and a preliminary discussion at this meeting of the Committee of the Whole would be a good start.