



# BRAINERD CITY NEWS

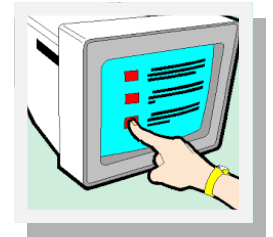
APRIL — MAY — JUNE 2016

## What's important to you? Voice your opinion. Community Survey Panel members needed.

The City of Brainerd is partnering with Qualtrics, a private research software company based in Provo, Utah, on a project to help the administration understand what is important to city residents in real time. Members are being sought for a Brainerd Survey Panel who would participate in about a dozen surveys over the next year. Answers to questions about Brainerd's quality of life and issues that affect our future will be the focus of the surveys.



So often the City Council hears from the same people on issues that affect the City of Brainerd; the survey process will give those that cannot attend a public meeting or do not feel comfortable speaking at a public meeting an opportunity voice their opinion. The city can reach out to its residents, track surveys and provide follow-up surveys. A lofty goal of 300 survey panel members is the target.



To opt in for the survey visit the city website at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us). If you have questions about the survey contact the City Planning Department at 218-828-2309 or send an e-mail to [planning@ci.brainerd.mn.us](mailto:planning@ci.brainerd.mn.us).

## City Staff Participate in Continuous Improvement Workshop

On Thursday, March 24, 2016 several city staff members participated in a Continuous Improvement training workshop in St. Paul. The free all day training was taught by State of Minnesota personnel educated about continuous improvement concepts.

### What is Continuous Improvement or CI for short?

Just as the two words in the term say, CI is all about improving continuously. It represents an ongoing effort to improve the way things are done. CI can describe work done by an individual, a team or even an organization to improve products, services, work processes and more.

### CI is a Methodology

More specifically, the term CI often describes a specific methodology or even a set of methodologies. What does that mean? It means that CI can represent a:

**Philosophy, Discipline, Structured Approach, Set of Tools, Concepts and Ideas.**

### A Circle of Improvement



These things together serve as a practical foundation for the true realization of "continuous improvement," and the usage and application of CI. The CI methodology and its component parts provide the basis for organizational initiatives, the transformation of workplace culture, and shared commitments to sustained, long-term innovation and improvement.

*Continuous Improvement continued on page 6*

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## Things to Know Before Starting Your Warmer Weather Projects

Warmer weather will have Brainerd residents thinking about projects like constructing a storage building, building a privacy fence, installing a swimming pool and/or having a garage sale. The Brainerd Building Safety Department and Planning Department would like to remind our residents about the Building Code and Zoning Ordinance requirements that need to be followed for each of these activities. Following is information about some of the more common projects.

### Accessory Buildings

An accessory building includes storage buildings, sheds, gazebos, detached garages etc. An accessory building (regardless of size) that will have a permanent foundation requires a building permit. An accessory building over two hundred (200) square feet requires a building permit. A new accessory building over one hundred twenty (120) square feet cannot be metal. Plastic carport style buildings and "hoop" houses are not permitted in the City of Brainerd.



There are several important zoning requirements that affect accessory building construction. They include:

- ◆ Where in the community the building will be constructed
- ◆ Lot placement
- ◆ Property line setback requirements
- ◆ Limit on the number of accessory buildings
- ◆ Accessory building area and height
- ◆ Maximum lot coverage

### Swimming Pools

Following are some of the more important swimming pool requirements:

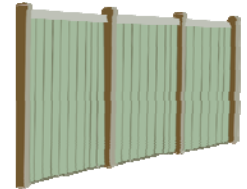
- ◆ Any swimming pool that is over twenty-four (24) inches above ground or over five thousand (5,000) gallons in capacity (above ground or in ground) requires a building permit.
- ◆ Pools that are eighteen (18) inches deep or less may be located in a front yard, must be ten (10) feet from a side lot line and 8 feet from a rear property line. Pools over eighteen (18) inches deep must be located in a side yard or rear yard.
- ◆ Seasonal pools that are over twenty-four (24) inches deep are required to have a controlled access and have a ground fault circuit.



### Fences

Fences: are allowed in residential areas as follows:

- ◆ Up to six feet six inches (6'6") starting at the front (and side if on a corner lot) of a house extending back to the rear property line.
- ◆ In a front yard up to four (4) feet tall.
- ◆ Alley property line fence setback is four (4) feet.
- ◆ The fence "good" side must face out (onto an adjoining property or towards the street or alley)
- ◆ A permit is required.
- ◆ A fence is not allowed on a public right-of-way.



### Outdoor Storage

Almost all material, equipment and personal property is required to be kept within a building or screened from public properties and/or rights-of-way. Following are some of the exceptions:

- ◆ Clothes lines
- ◆ Recreational equipment.
- ◆ Rear or side yard storage of firewood for the purpose of consumption by the person or persons residing on the premises.
- ◆ Off-street parking of licensed and operable passenger automobiles, pick-up trucks

### Tarps and Coverings

Tarps or coverings are allowed provided they are a color that matches screening material whether it is landscaping or fencing.

### Garage/Yard Sale Signs

A property may have up to four garage sales each year. One (1) six (6) square foot garage sale sign is allowed on PRIVATE property and must be removed after the sale. This means signs are not allowed in the right-of-way in front of a house, on street lights, other utility poles or at a street corner. City of Brainerd staff has the authority to remove any sign in the public right-of-way without prior notice to the sign's owner.

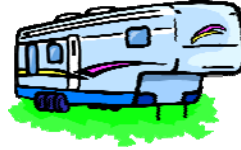


## Things to Know Before Starting Your Warmer Weather Projects cont.

### Recreational Vehicles

Parking or storage of a recreational vehicle is permitted provided it is:

- ◆ Property of the person or persons residing on the premises.
- ◆ Licensed and operable.
- ◆ Stored no closer than five (5) feet from side or rear lot lines.
- ◆ Located in the front yard and parked on designated and properly surfaced driveway or parking area.
- ◆ Located in the front yard or side yard abutting a street must be placed at least fifteen (15) feet from the back of curb and shall not encroach on any public sidewalk or trail.
- ◆ In any yard, not placed within ten (10) feet of the living quarters of the principal building on the adjacent lot.



### Fish Houses

One fish house is permitted to be stored in the rear yard.



### Property Maintenance

Spring is the season to begin yard work and exterior improvements. The Property Maintenance Code applies to all existing residential and nonresidential structures and all existing premises. Exteriors shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.

### Junk

No person, firm or corporation of any kind shall permit the accumulation of junk, including but not limited to waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin or rats.



### Protective Treatment

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences must be maintained. Exterior wood surfaces, other than decay resistant woods, should be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint should be eliminated and surfaces repainted.

### Unlicensed Vehicles

The presence of abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicles or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is considered a public nuisance. This does not apply to any motor vehicle enclosed within a building on private property or to any motor vehicle held in connection with a business enterprise lawfully licensed by the City.

### Long Grass and Weeds

All premises and exterior property shall be maintained free from weeds or plant growth in excess of six (6) inches. All noxious weeds are prohibited. Weeds are defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term does not include cultivated flowers and gardens.

### Clean Up After Your Pet

Pet owners are responsible for cleaning up feces and disposing of it in a sanitary manner whether on their own property, on the property of others or on public property. The clean-up of feces on the animal owner's property shall not exceed 72 hours from May 1 through October 31 and once per week from November 1 through April 30. The clean-up of feces on the property of others or public property must be taken care of immediately.



Residents are urged to contact the Building Department and/or the Planning Department at 828-2309 should you have questions about any of the above areas. More information can be found at the city website [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us).

### City Council Contact Information

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## 2016 is an Election Year

### Five City Council Positions Are Up for Election

Many citizens follow the national scene regarding elections as this year's Presidential race has drawn great media attention. However, local government positions will also be on the ballot in November. In some ways the local elections have greater impact on our lives, because you as citizens can easily communicate with elected officials through phone calls, e-mails or a cup of coffee at a local restaurant.

The City Council positions which are open for election this year are those of:

- ◆ Alderman Dave Pritschet, represents Ward 1
- ◆ Alderman Gary Scheeler, represents Ward 3 and is the City Council President
- ◆ Alderman At-Large Mary Koep
- ◆ Alderman At-Large Chip Borkenhagen



April 18, 2016 City Council meeting. I-r: Gabe Johnson, Dave Pritschet, Mary Koep, City Administrator Jim Thoreen, Gary Scheeler, Mayor Ed Menk, Kelly Bevans, Sue Hilgart, Chip Borkenhagen

Also on the ballot is the Office of Mayor.

Ed Menk, who was appointed to the position this year following the untimely death of James Wallin, serves in the position until the next election in accordance with the City Charter.

Residents who are eligible to vote and live in the appropriate designated Ward 1 and 3, and any eligible voter in the city, may file for the At Large seats and Mayor. The two week filing period opens Tuesday, May 17 when City Hall opens at 7:30 a.m. The filing period closes at 5:00 p.m. on Tuesday, May 31<sup>st</sup>. Daily office hours are 7:30 a.m. to 4:30 p.m.

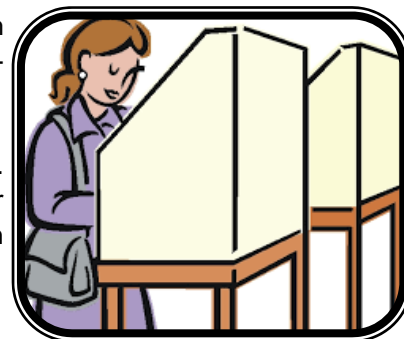
Citizens who wish to file may do so at the Administration counter on the third floor of City Hall. The filing fee for any of the positions is \$5.00. You may contact the Administration office 828-2307 in order to confirm within which ward you reside; please provide your home address within the City of Brainerd when you call.

The State of Minnesota will conduct a primary election on Tuesday, August 9, 2016. Should more than two persons file for any of the City of Brainerd Council positions or Mayor, those offices will appear on the Primary Ballot. The 2016 General Election will occur on Tuesday, November 8.

### Election Judges Needed

No election can be conducted without citizen involvement. One of the critical links in a smoothly-operated election is that of Election Judge. The City needs more paid volunteers to serve this essential position. The work is to be done precisely in accordance with state law, thus the people who serve must pay attention to the details of the free training for volunteers. But don't let fear of "doing things correctly" keep you from volunteering. Election judges who have served for years can tell you about the joy in the work, the fellowship of working with people committed to public service, and probably the opportunity to enjoy a cup of coffee and a cookie or two as the day goes on.

Please consider performing a civic duty. Our system offers the great freedom to vote. We need you to step forward and get involved in this powerful portion of our Democracy...the power of each person exercising their right to vote; and for those who are really committed, meeting the need to count the votes that are cast. This year's hourly pay rate may be greater than the past amount of \$10.00 per hours. Please call Connie Hillman at 828-2307. The sooner, the better.





## Free Bicycle, Fishing Clinics Scheduled

The Brainerd Parks and Recreation Department will host a free bicycle safety clinic on May 14 and a free kids fishing clinic on May 28.

The Brainerd Lakes Bicycle Safety Clinic will take place from 10 a.m. to noon on Saturday, May 14, at the Brainerd High School lower parking lot. The clinic consists of helmet fitting and giveaways, bicycle safety checks, bicycle rules and riding a safety course. No registration is necessary. Children must be accompanied by adults. In case of inclement weather, the clinic will take place in the high school gymnasium.



The bicycle clinic is sponsored by Essentia Health, the Brainerd and Baxter police departments, and Brainerd Parks and Recreation. accompanied by adults.

The kids fishing clinic will take place from 9:30 a.m. to 1:30 p.m. at the Lum Park beach on Saturday, May 28. The fishing clinic will consist of informational sessions,



Lunch, fishing tackle and prizes are made possible through the support of many area businesses and service clubs. Children must bring their own fishing pole, however,

## Miracle League Buddies Sought

The Brainerd Lakes Miracle League field at Bane Park begins its third year. The Miracle Field is designed to allow physically and mentally disabled youths the ability to play baseball.

Buddies are needed to help participants play. Businesses, service groups and organizations can choose a night to be a buddy. Call the Brainerd Parks and Recreation office at 828-2320 to reserve an evening to help the Miracle League players. The season runs from June through July. Each evening session lasts one hour.

## City Hall Staff Relocate Offices

In an effort to improve customer service and to promote employee cross training, several city departments were relocated in City Hall. The 1st floor (basement level) will be the home of Information Technology and Dial-A-Ride. The 2nd floor will be the new home for the Engineering and Human Resources Departments. Congressman Nolan's Office remains on the 2nd floor. The City Administrator, Building, Finance and Planning Departments will be on the 3rd floor.



On April 7, 2016 staff wore their work clothes, rolled up their sleeves and accomplished the move in 1 day. Although it may take awhile for some departments to feel at home in their new location.

The photos of moving day depict the team effort. The City Hall staff says "THANK YOU!" to the Parks and Street Departments for the "muscle" they provided for the move.



## City Hall Moving Day, April 7, 2016

## City hires Assistant Fire Chief/Fire Marshall and Rental Housing Inspector



Dave Cox was hired on February 1, 2016 as the City's new Assistant Fire Chief/Fire Marshall. Dave grew up and went to high school and College in Bemidji. He has been in Brainerd for 22 years and has been with the Brainerd Fire Department for 18 years earning the ranks of Captain and then Battalion Chief.

The radio business and law enforcement are part of Dave's background. For 25 years he worked for BL Broadcasting (WJJY, B-93, Power Loon, Cool 103.5), and for the past three years he has served as a Mille Lacs Tribal Police Officer.

When Dave is not on the job, he and girlfriend Kim enjoy camping and riding motorcycle.



Jason Stockinger joined the Building Department on February 8, 2016 as the new Rental Housing Inspector. Jason's background includes working for his brother's masonry business.

Jason is a St Cloud native and is the youngest of 11 children (7 sisters and 3 brothers). He and his wife Jennifer have a boy and a girl.

He is an outdoor enthusiast enjoying fishing, hunting, water sports, camping, target shooting and even finds time to coach youth softball.

### Brainerd Ski Loons to Perform

The Brainerd Ski Loons will offer free water skiing shows at 6:30 p.m. on July 17, July 31, August 18 and August 21. A free -will offering will be collected. Bring a lawn chair.



*Continuous Improvement continued from page 1*

#### Core Principles

CI works thanks to a series of core principles and a cyclical approach that focuses on ongoing action toward

In a nutshell, CI succeeds through a strong commitment to the following principles:

- ◆ **Customer Focus:** Know your customers. Always look at things from their perspective. Provide what customers want, when they want it, and how they want it.
- ◆ **Value:** Define value from the customers' perspective. Relentlessly identify and eliminate things that don't have value -- also known as waste.
- ◆ **Respect:** Empower and engage the employees who do the work and know it best to improve products, processes and services.
- ◆ **Data-Driven Decision Making:** Verify assumptions with data and make decisions based on analysis rather than anecdote or intuition.
- ◆ **Accountability:** Follow through on commitments and communicate progress.
- ◆ **Excellence and Innovation:** Strive to be the best. Continually improve. Experiment, innovate and evolve. Challenge the status quo. Seek out best practices and learn from experience

**Results:** Set ambitious goals that are specific, measurable, achievable, relevant, and time-limited (SMART). Measure and sustain results using performance measures

## Brainerd Staff Participate in Civic Engagement Cohort

“How do we effectively discuss and make decisions around policies and practices impacting our water shed?” “What tools, processes and people are needed to better understand, navigate and adapt to shifts in its dynamics and management?”

These are some of the questions Assistant City Engineer Paul Sandy and City Planner Mark Ostgarden are addressing in a year-long cohort that offers strategies, resources and connections that can help answer these questions and better address public challenges through civic engagement. The insights and support from facilitators and fellow participants will assist them in furthering and enhancing their efforts.

The free program offered through the University of Minnesota Extension is facilitated by Dennis Stromme of the Brainerd Extension Office and Brian Frederickson of the Fergus Falls Extension Office. The cohort has 15 participants representing the Brainerd and Sartell watershed areas.

The year-long cohort is an educational program designed to develop the skills needed to engage stakeholders on all sides of a complex public challenge and lead them through the processes of creating better solutions. Better solutions result from building trusting relationships (see photos below of trust exercise), practicing democratic dialogue, seeking and sharing credible data, and taking collective action. Paul and Mark will be attending 8 day-long cohort meetings, 2 overnight 1-1/2 day cohorts and be a part of a 2 month action program this fall.

The cohort is designed for those seeking to involve people in addressing challenges related to water and soil, AND are willing to commit energy and time to this program. As cohort participants, Paul and Mark are developing strong connections with others working, living and volunteering in this area.

The civic engagement cohort is available for people living and working in the Upper Mississippi River's Brainerd and Sartell Watersheds. These include parts of Aitkin, Benton, Cass, Crow Wing, Mille Lacs, Morrison, Stearns and Todd counties.

Paul and Mark believe the strategies and knowledge gained from this cohort will be effective in not only watershed civic engagement but it will be a useful tool for all areas of public sector civic engagement.



Cohort Facilitator Denise Stromme places a blindfold on Paul Sandy during an exercise to illustrate the importance of trust in the civic engagement process.



Mark gets ready to lead fellow cohort Maggie Leach from the the of the Board of Soil and Water Conservation Office through an exercise to illustrate the importance of trust in the civic engagement process.

## Recreational Fire Regulations



Open burning of lumber, pallets, wooden shingles, scrap wood, brush, tree trimmings, leaves, yard waste, cardboard, paper, garbage and other similar items is not permitted in the City of Brainerd. Violations of these fire rules are misdemeanor offenses. To view the entire Recreational Fire Regulations, stop by the Fire Station at 23 Laurel Street or visit the City website. Staff at the Fire Station is available 24/7 to answer any questions at 218-828-2312.





## Brainerd City Newsletter, History Corner

### Brainerd History Week– June 15-18, 2016

The full itinerary for [Brainerd History Week](#) (BHW) 2016 will be released about May 1st., but here is sneak peek! This year's theme is **Northeast Brainerd**. The daily themes this year include:

**Wednesday (June 15): Downtown** Brainerd events including children's activities, Salvation Army 125th Anniversary Open House, Mille Lacs Band of Ojibwe event, and Downtown History Walks.

**Thursday (June 16): NP Center Tours, NP Event Space** social event for the Share and Discuss Stories about the Brainerd Lake Area (CWCHS Fundraiser) and Roundhouse Brewery Beer Tasting.

**Friday (June 17): Brainerd Armory** and Military open house, and CWCHS Museum Tours.

**Saturday (June 18):** Riverview biking, Evergreen Cemetery History Tour, **Brainerd Industrial Center** (100th birthday for paper mill building) and dam open house, BNSF equipment display and NE Brainerd historical bus tour.

### Preserving history, one page at a time

ONE word for the second quarter of 2016...

**SCANNING!** The search engine giant google has a mantra to attempt to scan the entire world's collection of books. Well, we are starting our own goal of scanning everything we can on our own history in Brainerd and Crow Wing County. There are several scanning efforts going on as we speak. The [Crow Wing County Historical Society](#) is scanning

their entire collection of historic photos so they can be found easily in their computer, and printed or shared online.

The [Brainerd Public Library](#) is working on scanning such things as documents, yearbooks, Brainerd City Directories, old newspaper microfilm and more, from their own collection. One huge part of this project has been the offering of over 1,500 photos from the former paper mill. These have been locked up in the building since at least 1916, and here 100 years later Mike Higgins of BIC, ([Brainerd Industrial Center](#)) has allowed them out for scanning. Just one small packet of large format negatives has revealed before-unknown clues and a visual record of the entire rebuilding of the dam, new pulp plant, paper mill and electric plant. These 212 images were all dated to the day, so we can produce a slideshow to show the project almost in real time. This slideshow will be shown at the Brainerd History Week event there at BIC on Saturday, June 18, 2016.

Once again this year there is a 3-month long [Library Photo Scanning Project](#). Please share your vintage photos and documents by calling the library to set up a time slot. [(218) 829-5574] We scan twice/week through May. Last year we produced a hard-bound book of 295 "new" old photos! Yes, we can scan your negatives AND slides! Find the schedule and more here:

<http://fertfaust.wix.com/brainerd-history#!photo-scanning-project/cxrk>

### Facebook Page:

Last quarter I mentioned Andy Walsh's great page, [Share History and Stories about Brainerd Lakes Area](#). It then had 4,400 group members, and is now over 6,500! But now there is a new twist. Facebook is of course a virtual medium. These folks are connected by way of the internet. Some old classmates have gotten reconnected on this website. More folks have made new friends...all virtually. But what if we could have a social event and connect some of these friends...LIVE! This is what we will attempt to do during the 2016 Brainerd History Week on the Thursday event day at the NP Center at 6:30 Thurs., June 16, 2016. We'll show photos that have come in on the site, and on the ones where we need names of people, we'll take them down if you can help! There will be booths with old Brainerd & RR memorabilia, and you can finally meet Andy! This will be an informal event with some food and beverages, but mostly just a time to, well, SHARE HISTORY!

