

**BEMIDJI CITY COUNCIL**  
**Special Work Session Agenda**  
**Monday, March 27, 2017**

City Hall  
Conference Room  
5:30 P.M.



1. CALL TO ORDER / ROLL CALL
  
2. Consider Award of Quote for Administration/Ticket Area Office Remodel
  
3. Discuss Static Display of a Helicopter – Freedom Defenders Veterans Memorial
  
4. Discuss Rail Corridor – Mitch Rautio
  
5. ADJOURNMENT

***NOTE: All cellular telephones, pagers and BlackBerry devices to be switched to a non-audible function during Council and Committee meetings.***

# COUNCIL AGENDA ITEM



**Meeting Date:** March 27, 2017

**Action Requested:** Consider Award of Quote for Administration/Ticket Area Office Remodel

**Prepared By:** Ron Eischens, Finance Director

**Reviewed By:** Nate Mathews, City Manager

A handwritten signature in blue ink, appearing to read "Nate Mathews".

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## Background

The City Council at their February 6, 2017, meeting approved the transfer of the remaining 2016 Sanford Center operational funds in the amount of \$50,712 for the remodeling of the front entrance as well as purchase of seven (7) magnometers.

We received the following two quotes for the remodel:

Christiansen Construction	\$27,416.00
Frenzel Construction	\$52,256.00

## Recommendation

It is recommended that the City Council pass a motion awarding the quote to Christiansen Construction Co. of Bemidji in the amount of \$27,416.00.



**CHRISTIANSEN CONSTRUCTION CO INC.**

**PO Box 456**

**Bemidji, MN 56601**

**218.751.4433 phone**

**218.444.4807 fax**

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**DATE:** February 24, 2017  
**PROJECT:** Sanford Center – Bemidji  
**TYPE:** Administration/Ticket Area Office Remodel

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**Estimate of Construction Cost**

Estimate of Construction for Sanford Center Bemidji, Administration Office Remodel, including ticket sales area.

Breakdown of estimate includes:

○ General Conditions	\$ 1,000
○ Demo (block wall, stud walls, counter)	\$ 1,470
○ Dumpsters	\$ 250
○ Knock Down Frame (at block opening/ticket)	\$ 1,700
○ Provide/Install half glass door (at ticket area)	\$ 1,950
○ Door & Frame (wood)	\$ 1,400
○ Remove & Replace door/frame (2)	\$ 900
○ Rough Carpentry (stud walls, gyp board)	\$ 4,500
○ Counter Modifications	\$ 1,200
○ Patching carpet with existing attic stock (if available)	\$ 450
○ Paint	\$ 2,550
○ Acoustic Tile	\$ 1000
○ Clean up	\$ 1,500
○ HVAC	\$ <i>not needed</i>
○ Electrical (Todavich Electric, see attached)	\$ <u>3,996</u>

**ESTIMATE OF CONSTRUCTION COST/BUDGET: \$ 23,866.00**

Option: New Carpet in Reception Office ADD \$ 2,100

City Permits \$.....1,450

Time line for construction is 4 weeks

**Total \$27,416.00**

Not included: Contingency, Testing

Thank you.

*Chris Christiansen*  
Christopher Christiansen  
Vice President



**FRENZEL CONSTRUCTION INC.**  
*Building For Your Future*

Lic# BC527180  
 6975 Danielle Ln. NE Bemidji, MN 56601  
 (218) 766-2669 or (800) 630-2669  
 patf@paulbunyan.net

# Estimate

Date	Estimate #
2/7/2017	516

Name / Address
Sanford Center 1111 Event Center Dr. NE Bemidji, MN 56601

Project

ESTIMATE IS GOOD FOR 30 DAYS

Any unforeseen changes will be charged @ \$65.00 per man hour - plus materials  
 30% down to start job. The rest due upon completion.

Description	Qty	Rate	Total
Labor and Materials to add to existing wall to create Faculty Break Room:		5,120.00	5,120.00
-- Framing			
-- Drywall: tape, texture, and paint			
-- Install (1) Owner Provided door / metal frame / hardware			
Labor and Materials to remove walls, doors, carpeting, P-Lamb cabinets, countertops in existing Administrative Office Area per Owner Provided print:		43,140.00	43,140.00
-- Cut in new door way through masonry / sheetrock wall			
-- Build new walls and install (3) Owner Provided doors / metal frames / hardware per Owner Provided print			
-- Labor and Materials to install new carpet modules in newly constructed Office Area			
Todaych Electric		3,996.00	3,996.00
-- No sprinkle heads need to be added or removed per City of Bemidji			
-- Dumpster included in price			
-- All City of Bemidji permits will be charged as an extra			
<b>If you have questions concerning this estimate, call Pat @ 218-766-2669</b>	<b>Total</b>		<b>\$52,256.00</b>



# FREEDOM DEFENDERS VETERANS MEMORIAL

Freedom Defenders Veteran Memorial Board, P.O. Box 1511, Bemidji, MN 56619

[www.bemidjiveteransmemorial.org](http://www.bemidjiveteransmemorial.org)

Mr. Nate Mathews  
City Manager – City of Bemidji  
317 4<sup>th</sup> Street NW  
Bemidji, MN 56610

Thank you for listening to our request for a static display of a U.S. Government helicopter and arranging an opportunity for us to share our thoughts with the City Council at their work session on ~~February~~ <sup>MARCH</sup> 27, 2017.

The idea came about when our Board was brainstorming on some ideas for another project and our member Jeff Roberts came up with it. After discussing the idea the Board was unanimous in giving it a go.

Jeff flew helicopters in military service and feels we would have a good chance of making it happen. He has contacts with Government personnel who are decision makers and has provided us with required information and documentation needed to get the process started.

We are including the following background information for your office to duplicate and distribute to Council members prior to the meeting:

- \* One set of two separate pictures of existing static displayed helicopters.
- \* One set of two pictures of the desired location of the display.
- \* GPS Display Site Coordinates.
- \* United States Army Donations Program Qualifications Checklist of Combat Material Municipalities (pages 1, 2 & 3).
- \* Privacy act notice.

Thank you in advance for the opportunity to discuss the merits of a Static Display Helicopter for the City of Bemidji.

Sincerely,

Leland G. Coe

Chair- Freedom Defenders Veterans Memorial



# PROPOSED LOCATION



Project Information		Coordinate System	
Name:	C:\Users\User\Documents\Trimble Business Center\Kelly Booge\vetrans memorial.vce	Name:	United States/Counties/MN
Size:	116 KB	Datum:	Beltrami/South
Modified:	2/15/2017 4:33:59 PM (UTC:-6)	Zone:	Beltrami/South
Time zone:	Central Standard Time	Geoid:	GEOID03 (Conus)
Reference number:		Vertical datum:	
Description:			

#### Additional Coordinate System Details

Local Site Settings			
Project latitude:	?	Ground scale factor:	1
Project longitude:	?	False northing offset:	0.000
Project height:	1340.000	False easting offset:	0.000

#### Point List

ID	Latitude (Global)	Longitude (Global)	Height (Global) (US survey foot)	Feature Code
100	N47°28'04.67749"	W94°52'57.65174"	1259.228	LOCATION
2/15/2017 4:37:24 PM	C:\Users\User\Documents\Trimble Business Center\Kelly Booge\vetrans memorial.vce		Trimble Business Center	



**United States Army Donations Program  
Qualification Checklist for Donations of Combat Materiel  
Municipalities**

Please complete the following questionnaire and return this form with the required documents outlined below:

Full Name of Organization (ORG): \_\_\_\_\_

ORG Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

ORG E-mail Address: \_\_\_\_\_

ORG Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ORG Representative (REP): \_\_\_\_\_

Contact Information (If Different than above), Telephone Number: \_\_\_\_\_

Contact E-mail Address (If Different than above): \_\_\_\_\_

Name of Organization that owns the display site: \_\_\_\_\_

Address of Display site (if different from ORG): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

GPS Display Site Coordinates: \_\_\_\_\_

Type of Combat Equipment being requested (**check only one**):

Tracked Vehicle     Towed Artillery     Helicopter     Any Combat Material

Size Restrictions, maximum Length and Width: \_\_\_\_\_ Feet x \_\_\_\_\_ Feet

Do you currently possess combat equipment as static display? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
REP's Signature

\_\_\_\_\_  
Date

**United States Army Donations Program  
Qualification Checklist for Donation of Combat Materiel  
Municipalities Continued**

Combat Material issued to your organization cannot be loaned, sold, transferred, given to or used by any other organization. This equipment remains the property of the United States Government and must be returned to the US Army when no longer needed by your organization. \_\_\_\_\_ (Initial)

Upon receipt and approval of your application, you will be offered a suitable display piece as they become available. The availability of any Army equipment for use as a static display is very limited. It is recommended you apply for a static piece in order to maintain your request in an open status until an asset becomes available. \_\_\_\_\_ (Initial)

Upon acceptance of an item, your organization will be responsible for all release, demilitarization, display site preparation and transportation costs associated with the conditional loan of display equipment. Depending upon the type of equipment available: demilitarization, radiological and release costs can exceed several thousand dollars. \_\_\_\_\_ (Initial)

Please identify **maximum dollar amount** that you are prepared to pay for demilitarization/radiological and release costs (**check one**):  
 Not to Exceed \$1000     Not to Exceed \$10,000     Exceeds \$10,001

Transportation of an item will be at your expense via a commercial carrier. Combat equipment can be located throughout the Continental United States of America, distance from current location to display site will vary. This cost will be dependent upon the commercial carrier you hire to move the item for you and the distance from its current location to your display site. \_\_\_\_\_ (Initial)

Due to the distance combat equipment may have to be transported and associated costs, please identify the distance your organization is willing to consider for an offer (**check one**):  
 With-in State     With-in Region     No prohibition on distance

**In the event that an offer for combat equipment is not made within a three year period from the date of this request or an offer is made and refused by the organization, the organization must reapply for qualification of combat material under this program.**  
\_\_\_\_\_ (Initial)

**United States Army Donations Program  
Qualification Checklist for Donation of Combat Materiel  
Municipalities Continued**

Please submit the following information to:

US Army TACOM Life Cycle Management Command  
ATTN: AMSTA-LCL-IWD, M/S: 419D  
6501 E. 11 Mile Road  
Warren, MI 48397-5000

- (1) **Checklist** for Donations of Combat Materiel Municipalities. (Pages 1&2)
- (2) **Municipality Written Request** signed by the Mayor, City Manager, County Commissioner, or Governor as appropriate for combat equipment under 10 USC 2572, the request must identify the intended use of the equipment.
- (3) **Certificate of Incorporation** under State Law, City/County Charter, or other legal documentation substantiating recognition, as a governmental entity of the state.
- (4) **A Copy of the approved Minutes or Resolution** citing board approval from the City/Township Council, County Board of Commissioners, and/or other appropriate law making governing body. This document must show that the appropriate governing body will assume all responsibility for the upkeep and safety of the display item with the understanding that equipment cannot be placed on privately owned property.
- (5) **A Site photograph** depicting the proposed display site of the donated item.
- (6) **Annual Certification of Army Material Status.** Complete for each piece of equipment currently in the organization's possession.
- (7) **Site photograph(s).** These photograph(s) must show where you intend to place the display item. It must include surrounding landmarks including your facility or the Park signs and setting.
- (8) **Static Display Photograph(s).** Photograph(s) must clearly show any display equipment your organization received. This includes display items located in parks and cemeteries or at memorial sites.
- (9) **Map of the Local Area/GPS Coordinates.** This map must pinpoint the location of your organization's proposed display site. It must be detailed enough to permit visitors and/or inspectors unfamiliar with the local area to easily find the display.

## PRIVACY ACT NOTICE

<b>SECTION I – ORGANIZATION INFORMATION</b>			
1. Organization Name:	2. City:	3. State:	
<b>SECTION II – NOTICE</b>			
<p>The Army Donations Program office uses information that may be personal in nature to qualify civilian organizations to receive United States Army property. This personal information may include but is not limited to: <b>name, social security number, driver's license number, taxpayer identification number, private telephone number (cell or home), private fax number, e-mail address, home address, fingerprints, etc.</b></p> <p>The disclosure of personal information is voluntary. Your organization may choose to provide public information such as your building address, telephone number, fax number, etc. in lieu of personal information with respect to qualifying or retaining government property. In the event your organization decides to use personal information, each individual providing such data is required to complete one of these forms. The individual should fill in the blanks at the bottom of this document, sign the form, and return it to this office for placement in your file.</p> <p>Personal information will only be used with respect to donation program requirements. Personal information will not be disclosed, discussed, or shared with other individuals unless they are directly involved in the donations process and have a direct need-to-know. Any personal information that is provided will be safeguarded and protected to the best of our ability.</p>			
<b>SECTION III – ACKNOWLEDGEMENT</b>			
I hereby request and authorize the donations office to collect, maintain, store, disseminate, and use Personally Identifiable Information (PII) with respect to qualifying the undersigned organization to receive and/or retain United States Army property.			
1. Signature:		2. Date:	
3. Printed Name of Person Signing (First, Middle Initial, Last):		4. Title of Signer:	
5. Street Address:	6. City:	7. State:	8. Zip Code: