



**Municipal Building Commission Meeting  
November 28, 2016 11:30 AM  
City Hall/Courthouse 326C**

**AGENDA**

**CALL MEETING TO ORDER**

**CONSENT AGENDA ITEM:**

- 1) Approve minutes from the September 22<sup>nd</sup>, 2016 meeting

**DISCUSSION AND ACTION AGENDA ITEMS:**

- 1) Approve additional Allied Barton expenditures for 2016 - 2017
- 2) Approve request for MBC Application for Employer Identification Number (EIN)
- 3) Discuss and Approve response to violation of Building Use Rules

**CLOSED AGENDA ITEM:**

- 1) Security Procedures Discussion

**Consent Agenda Item: 1**

**Date: November 28, 2016**

**To: Municipal Building Commission Board:  
Commissioner Jan Callison, President  
Mayor Betsy Hodges, Vice President  
Commissioner Peter McLaughlin  
Council President Barbara Johnson**

**From: Erin Delaney**

**Subject: MBC Board meeting minutes  
Consent Agenda Item: 1**

Staff requests approval of the attached September 22, 2016 Board meeting minutes.

DRAFT – UNAPPROVED  
**Municipal Building Commission Meeting Minutes**  
**September 22, 2016**

President Jan Callison called the regular Municipal Building Commission (MBC) meeting to order at 11:04 AM at the City Hall/Courthouse Hearing Room 326C. Present were:

President Jan Callison, Chair of the Hennepin County Board  
Hennepin County Commissioner Peter McLaughlin  
Minneapolis City Council President Barbara Johnson

Vice President Betsy Hodges, Mayor, City of Minneapolis was absent

**DISCUSSION & ACTION AGENDA ITEMS**

1. Commissioner McLaughlin moved to approve the expenditure report through August 31, 2016. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

2. Council President Johnson moved to approve the MBC Historic Preservation Fund balance. Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

3. Commissioner McLaughlin moved to approve the RFP and vendor for Fire Alarm System Testing contract. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

4. Council President Johnson moved to approve the agreement with Hennepin County for administration of MBC worker's compensation claims for the time period of January 1, 2017 through December 31, 2019. Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

5. Commissioner McLaughlin moved to postpone action on approving a vendor for the Café space, directing staff to continue negotiations with the single responder to the

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April RFP and returning with a recommendation for board approval following negotiations. Council President Johnson seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

6. Council President Johnson moved to approve the draft Minneapolis City Hall/Hennepin County Courthouse Tribute Policy as presented. Chair Callison seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

**CLOSED AGENDA ITEM**

Chair Callison closed the meeting at 11:22 am pursuant to Minnesota Statute §13D.05, subdivision (3)(d), to discuss emergency-response procedures.

1. Council President Johnson moved to approve the City Hall/Courthouse Security Project documents. Commissioner McLaughlin seconded. The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

**CONSENT AGENDA ITEMS**

1. Commissioner McLaughlin moved to approve these consent agenda items:
- a. July 18, 2016 minutes;
  - b. Contract Summary as of August 31, 2016; and

Council President Johnson seconded and the motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

**COMMUNICATION AGENDA ITEMS**

Staff reviewed the following communication items:

- 1. 2017 – 2021 Capital Budget Submittal
- 2. Clock Face Project

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ADJOURN

Commissioner McLaughlin moved to adjourn at 11:51 am. Chair Callison seconded.  
The motion carried:

Jan Callison	Yea	Betsy Hodges	Absent
Peter McLaughlin	Yea	Barbara Johnson	Yea

**Discussion and Action Agenda Item: 1**

**Date:** November 28, 2016

**To:** **Municipal Building Commission Board:**

**Commissioner Jan Callison, President**  
**Mayor Betsy Hodges, Vice President**  
**Commissioner Peter McLaughlin**  
**Council President Barbara Johnson**

**From:** Erin Delaney

**Subject:** **2016/2017 Allied Barton Expenditures**  
**Discussion and Action Item: 1**

Since January 1, 2014 the MBC has contracted with Hennepin County's security provider Allied Barton to augment MBC security staff. This contract is in effect through December 31, 2017.

The current 2016 MBC approval is a not to exceed amount of \$170,000.

Due to a high number of unplanned events at the City Hall/Courthouse that required additional security staffing, staff is estimating that Allied Barton costs will exceed the original approval by \$85,000. Staff is not requesting additional revenue to cover the increased costs.

Accordingly, staff is requesting board approval to increase the 2016 not to exceed amount to \$255,000 and further authorize the 2017 not to exceed amount to \$260,000.

**Discussion and Action Agenda Item: 2**

**Date:** November 28, 2016

**To:** **Municipal Building Commission Board:**

**Commissioner Jan Callison, President**  
**Mayor Betsy Hodges, Vice President**  
**Commissioner Peter McLaughlin**  
**Council President Barbara Johnson**

**From:** Erin Delaney

**Subject:** **MBC Application for Employer Identification Number (EIN)**  
**Discussion and Action Item: 2**

The MBC has historically operated under the City of Minneapolis Federal Employer Identification Number (EIN) for the purposes of IRS identification and reporting.

City staff recently requested that the MBC obtain a separate EIN. City staff indicated that this request is the first step in their May 1<sup>st</sup> 2014 City Council resolution to transition the City to implement a self-insured single employer medical plan.

Accordingly, staff is requesting board authorization to apply for a Federal EIN for the MBC.

**Discussion and Action Agenda Item: 3**

**Date:** November 28, 2016

**To:** **Municipal Building Commission Board:**

**Commissioner Jan Callison, President**  
**Mayor Betsy Hodges, Vice President**  
**Commissioner Peter McLaughlin**  
**Council President Barbara Johnson**

**From:** Erin Delaney

**Subject:** **Violation of Building Use Rules**  
**Discussion and Action Item: 3**

Minneapolis City Hall/Hennepin County Courthouse Building Use Rules were approved by the MBC board on September 22, 2016. These rules guide conduct within the facility to ensure that public events are conducted in a manner that protects the health, safety, and security of occupants and building assets; and allow for the orderly conduct of government business while ensuring public access and the right to assemble.

Rule #6 states that the public is not allowed to remain in the building after closing. On October 28, 2016, approximately 25 protestors refused to leave the building after 6:00 p.m. and congregated in front of the Sherriff's office suite on the ground floor.

MBC staff observed, and has video evidence of, a City elected official encouraging demonstrators to remain in the building, opening locked exterior doors from within so others could gain entry, providing food to them, and interfering with building staff's directions. The City official ignored building security officer's repeated reminders that these actions violated building use rules.

MBC staff is requesting direction on a response to the building rules violation.