



MBC Board Action Approval Form

MBC Board Meeting Date: 12-04-24

Discussion and Action Agenda Item: 06

BE IT RESOLVED THAT,

The MBC Board has approved Shaw Lundquist construction contract amendments #09 - MBC \$151,047.00 and #10 - City \$83,143.00 total \$234,190.00 for a new contract total \$26,489,645.00. The above referenced resolution was adopted and there were 3 Yeas and 0 Nays.

Municipal Building Commission Board:

	Yea	Nay	Abstain
Irene Fernando (absent)			
Jacob Frey	x		
Marion Greene	x		
LaTrisha Vetaw	x		

Motion Carried.

Resolution adopted on: 12-04-24.

Attest:

MBC Director:

Erin M Delaney
Erin M Delaney (Mar 7, 2025 16:46 CST)

Mar 7, 2025

Attachment: 12-04-24 MBC Staff Memo – Discussion and Action Item 06

Discussion and Action Agenda Item: 06

Date: December 4, 2024

To: Municipal Building Commission Board:
Commissioner Irene Fernando, President
Mayor Jacob Frey, Vice President
Commissioner Marion Greene
Council Member LaTrisha Vetaw

From: Erin Delaney

Subject: Joint MBC Mech/Life Safety and City Restack project
Discussion and Action Agenda Item: 06

Progress continues in the joint MBC Mechanical/Life Safety and City Restack project. The MBC Board approves all contracts and amendments for this project.

Phase 1: SW corner of the Ground floor. Work completed 2021.

Phase 2: SW corner of the 1st floor. Work completed October 2022.

Phase 3: SE and NE corner of 3rd and Mezzanine floors and City Restacking on Floors 1, 2, 3 & M.

Phase 3A: Room 100 and 124. Work completed May 2023.

Phase 3B: Room 51 and Room 130. Work completed July 2023.

Phase 3C: 3rd and Mezzanine floors, 3rd floor to be completed March 31, 2025.

Action Item: Approve Shaw Lundquist construction contract amendments:

Amendment #9: MBC \$151,047.00

Amendment #10: City \$ 83,143.00

Total: \$234,190.00

<i>Project Budget and Funding / Phase 3C Construction</i>	\$29,030,138.00			
	MBC01 Life Safety	MBC02 Mechanical	City Restack	Total Contract Amount
Shaw Lundquist contract:	\$5,457,477.00	\$8,146,317.00	\$10,587,988.00	\$24,191,782.00
Amendment #1 MBC approved 05/01/24	\$94,833.00	\$994,905.00		\$1,089,738.00
Amendment #2 City approved 05/01/24			\$223,730.00	\$223,730.00
Amendment #3 MBC approved 06/05/24	\$2,925.00	\$37,878.00		\$40,803.00
Amendment #4 City approved 06/05/24			\$103,605.00	\$103,605.00
Amendment #5 MBC approved 08/21/2024	\$320,091.00	\$63,330.00		\$383,421.00
Amendment #6 City approved 08/21/2024			\$23,789.00	\$23,789.00
Amendment #7 MBC approved 10/23/2024	\$81,743.00	\$37,621.00		\$119,364.00
Amendment #8 City approved 10/23/2024			\$79,223.00	\$79,223.00
Contract Total with amendments to date	\$5,957,069.00	\$9,280,051.00	\$11,018,335.00	\$26,255,455.00
Proposed Amendment #9 MBC	\$95,985.00	\$55,062.00		\$151,047.00
Proposed Amendment #10 City			\$83,143.00	\$83,143.00
Contract Total with proposed amendments	\$6,053,054.00	\$9,335,113.00	\$11,101,478.00	\$26,489,645.00
<i>Budget remaining for Phase 3C construction after approval of amendment #9 and #10</i>				<i>\$2,540,493.00</i>



MBC Board Action Approval Form

MBC Board Meeting Date: 12-04-24

Discussion and Action Agenda Item: 07

BE IT RESOLVED THAT,

The MBC Board has approved a payroll services agreement between the MBC and Hennepin County, and authorizing MBC staff to negotiate and finalize the agreement terms.

Municipal Building Commission Board:

	Yea	Nay	Abstain
Irene Fernando (absent)			
Jacob Frey	x		
Marion Greene	x		
LaTrisha Vetaw	x		

Motion Carried.

Resolution adopted on: 12-04-24.

Attest:

MBC Director: Erin M Delaney

Attachment: 12-04-24 MBC Staff Memo – Discussion and Action Item 07

Discussion and Action Agenda Item: 07

Date: December 4, 2024

To: Municipal Building Commission Board:
Commissioner Irene Fernando, President
Mayor Jacob Frey, Vice President
Commissioner Marion Greene
Council Member LaTrisha Vetaw

From: Erin Delaney

Subject: Contract with Hennepin County for payroll services
Discussion and Action Agenda Item: 07

MBC, County IT, Payroll and legal staff continue to work on the transfer of payroll to the County's APEX system.

The initial contract term will be for 3 years, with an option to renew upon mutual consideration. Under the agreement, the county will assign one full time senior accountant to process the MBC payroll. The estimated annual cost will not exceed \$125,000 and will be paid by existing MBC operating budget funds.

Accordingly, staff is requesting approval of a payroll services agreement between the MBC and Hennepin County, and authorizing MBC staff to negotiate and finalize the agreement terms.

MBC payroll transfer timeline	
December	Employee in person and on-line training on County's APEX system
	Training dates: Dec. 11 & Dec. 12
December 1-14	Employees record time in ADP
December 15- 28	Employees record time in HC/APEX
Friday, December 27, 2024	Final ADP issued paycheck
Friday, January 3, 2025	First HC/APEX issued paycheck