



Municipal Building Commission Meeting

March 13, 2025 1:00 PM

Meeting location: City Hall/Courthouse Conference Room 143

AGENDA

INTRODUCTIONS:

INFORMATIONAL AGENDA ITEMS:

- 1) 2026 – 2027 capital funding request
- 2) By-Law discussion

CONSENT AGENDA ITEMS:

- 3) Approve December 4, 2024 meeting minutes
- 4) Approve MBC contract summary
- 5) Approve MBC expenditure report
- 6) Approve MBC historic preservation fund balance

DISCUSSION AND ACTION AGENDA ITEMS:

- 7) MBC Mechanical/Life Safety and City Restack project
 - a) Approve construction contract amendments #11 and #12

Informational Agenda Item: 01

Date: March 13, 2025

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: 2026 -2027 Capital Funding Request
Informational Agenda Item: 01

Listed below is the MBC's preliminary Capital Funding request for 2026-2027. Capital funding is split 50-50 between the City and County unless a project is specific to one entity.

This is informational only; no action is requested at this time.

MBC 2026-2027 Joint Capital Funding Request					
Project Number		Project Name	2026 request	2027 Request	Total
1	Existing	Fire Alarm System Replacement	\$1,000,000.00		\$1,000,000.00
2	Existing	Heat Exchangers and Pump Replacement	\$600,000.00		\$600,000.00
3	Existing	Exterior Improvements	\$6,000,000.00		\$6,000,000.00
4	Existing	HC Only ADC Metal Door Frame Replacement	\$1,500,000.00		\$1,500,000.00
5	Existing	5th Street Sidewalk reconstruction	\$0.00	\$3,250,000.00	\$3,250,000.00
6	New	Electrical Bus Duct Replacement	\$75,000.00	\$3,500,000.00	\$3,575,000.00
			\$9,175,000.00	\$6,750,000.00	\$15,925,000.00

Informational Agenda Item: 02

Date: March 13, 2025

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: **Municipal Building Commission By-Laws Discussion**
Informational Agenda Item: 02

Introduction by Chair Fernando. Discussion on drafting By-Laws for the MBC, including defining quorum and staff procurement authority, to allow for more flexible meeting schedule.

Consent Agenda Item: 03

Date: March 13, 2025

**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: MBC Board meeting minutes
Consent Agenda Item: 03**

Staff requests approval of the attached December 4, 2024, MBC Board meeting minutes.

UNAPPROVED
Municipal Building Commission Meeting Minutes
December 4, 2024

Vice President Jacob Frey called the regular Municipal Building Commission (MBC) meeting to order at 9:35 AM at the City Hall/Courthouse, Room 143. Present were:

Vice President Jacob Frey, Mayor, City of Minneapolis
Minneapolis City Council Member LaTrisha Vetaw
Hennepin County Commissioner Marion Greene

President Irene Fernando, Chair of the Hennepin County Board, was absent

INFORMATIONAL ITEMS

The following informational item was discussed:

1. 2025 – 2027 Capital Funding Request

CONSENT AGENDA ITEMS

Vice President Frey moved to approve the following consent items:

2. Minutes from the October 23, 2024 meeting
3. Contract Summary (through October 31, 2024)
4. MBC Expenditure Report (through October 31, 2024)
5. MBC Historic Preservation Fund Balance

Commissioner Greene seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Absent	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

DISCUSSION & ACTION AGENDA ITEMS

6. Joint MBC Mech/Life Safety and City Restack Project – Phase 3C
 - a) Vice President Frey moved to approve Shaw Lundquist construction contract amendment #9: MBC \$151,047.00 and #10 City \$83,143.00, for a total of \$234,190.00 and a new contract total \$26,489,645.00. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Absent	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

UNAPPROVED
Municipal Building Commission Meeting Minutes
December 4, 2024

7. Vice President Frey moved approval of a payroll services agreement between the MBC and Hennepin County, and authorizing MBC staff to negotiate and finalize the agreement terms. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Absent	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

8. Vice President Frey moved approval to post and hire the MBC accountant position as an MBC employee. Council Member Vetaw seconded. A roll call vote was taken, and the motion carried:

Irene Fernando	Absent	Jacob Frey	Yea
Marion Greene	Yea	LaTrisha Vetaw	Yea

ADJOURNMENT

The meeting was adjourned at 10:15 AM by Vice President Frey.

Consent Agenda Item: 04

Date: March 13, 2025

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: MBC Contract Summary
Consent Agenda Item: 04

Attached are the balances for MBC Contracts through December 31, 2024. The summary report includes:

- Professional Services Contracts
- Master Contracts
- Pricing Contracts
- Bid Contracts
- Other Contracts (Service, Revenue, MOU's etc.)

Professional Services Contracts as of 12/31/2024

Contract ID	Supplier Name	Contract Description	Begin Dt	Expire Dt	Max. Contract Amt	Encumbered Amount	Sum Expended Amount	Available Contract Balance
COM0007742	AUTOMATIC DATA PROCESSING, INC.	MBC-HR & PAYROLL SERVICES	45256	45986	100000	41297.94	58702.06	0
C-43202	BRI Parent, Inc.	MBC- COBRA ADMIN RETIREE SERV	43068	45657	20000	4989	15011	0
COM0000931	Building Systems Holdings LLC	MBC-OWNERS REP	5/15/2019	12/31/2024	431834.050	45692.980	386141.070	0.000
COM0005966	FIRENET SYSTEMS, INC.	MBC-Smoke Damper Testing	44835	45657	175000	17268.45	157731.55	0
COM0004996	FIRENET SYSTEMS, INC.	MBC-FIRE SYST INSPECTIONS	44634	45730	480000	497.25	230161.25	249341.5
COM0003948	J Pelzl Consulting LLC	MBC-ORG DEVELOPMENT_HR CONSULT	44348	46174	20000	4125	15875	0
COM0007914	Legence Subsidiary Holdings, LLC	MBC-OPR MECH/LIFE SAFETY	45352	46174	381000	227374.66	153625.34	0
COM0002763	ROGERS, SHAUN M.	MBC-HVAC VIBRO ANALYSIS_DESIGN	44013	45839	100000	65169.99	34830.01	0
COM0006780	SYSTEM SOFT TECHNOLOGIES INC	MBC- Temporary Staffing	45047	46142	350000	105619.25	244380.75	0
COM0008274	Tryfacta, Inc.	MBC_ Temporary Staffing Srvcs	45464	45646	100000	0	0	100000
COM0003961	VDA, INC.	MBC-ELEVATOR CONSULTING	44317	46143	81000	33137.5	46372.5	1490
COM0004187	WOLD ARCHITECTS INCORPORATED	MBC-MLS_CITY TI DESIGN PH 3	8/31/2021	10/31/2026	2864799.000	170043.130	2671439.650	23316.220

Consulting Pool Contracts as of 12/31/2024

Contract ID	Supplier Name	Contract Description	Begin Dt	Expire Dt	Max. Contract Amt	Encumbered Amount	Sum Expended Amount	Available Contract Balance
COM0008400	AMERICAN ENGINEERING TESTING, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008688	BAY WEST, LLC	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008780	BOARMAN KROSS VOGEL GROUP, INC.	MBC Consulting Pool_2024-2027	45566	46661	600000	0	0	600000
COM0008394	EDI DOLEJS, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008392	ERIKSEN ELLISON AND ASSOCIATE, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008396	HIGHCLOUD SOLUTIONS, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008711	KODET ARCHITECTURAL GROUP, LTD	MBC Consulting Pool_2024-2027	45566	46661	600000	0	0	600000
COM0005526	MILLER DUNWIDDIE ARCHITECTURE, INC.	MBC-ELEVATOR 7 AND 8 SERVICES	5/27/2022	12/31/2025	264799.000	0.000	264799.000	0.000
COM0008399	PALANISAMI AND ASSOC, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008393	Rock Leaf Water Environmental LLC	MBC_CONSULTING POOL_2024-2027	45566	46661	300000	0	0	300000
COM0008401	SHORT ELLIOTT HENDRICKSON, INC.	MBC_CONSULTING POOL_2024-2027	45566	46661	600000	0	0	600000
COM0008398	WOLD ARCHITECTS INCORPORATED	MBC_CONSULTING POOL_2024-2027	45566	46661	600000	0	0	600000

Pricing Contracts as of 12/31/2024

Contract ID	Supplier Name	Contract Description	Begin Dt	Expire Dt	Max. Contract Amt	Encumbered Amount	Sum Expended Amount	Available Contract Balance
COM0005559	ALLIANCE MECHANICAL SVCS	MBC - HVAC Repair & Maintenance	6/24/2022	6/30/2025	175000.000	52651.000	122349.000	0.000
COM0005759	APEC ACQUISITIONS, INC.	MBC - HVAC Filters	44767	45838	175000	146555.15	28444.85	0
COM0008236	BLACKHAWK INCORPORATED	TMP - BID - MBC Janitorial Sup	6/5/2024	6/4/2025	80000.000	25004.010	54995.990	0.000
COM0006859	WASTE MANAGEMENT OF MN, INC.	MBC-Solid Waste Disposal	44986	46022	90000	34934.51	55065.49	0

Bids as of 12/31/2024

Contract ID	Supplier Name	Contract Description	Begin Dt	Expire Dt	Max. Contract Amt	Encumbered Amount	Sum Expended Amount	Available Contract Balance
COM0008649	CONSTRUCTION RESULTS CORPORATION	Bid-MBC-Facility Safety Improv	9/26/2024	12/31/2025	2879322.000	1923633.150	811722.750	143966.100
COM0008833	HPM GLOBAL SERVICES LIMITED	MBC-Epoxy Flooring Services	11/5/2024	11/4/2025	45000.000	45000.000	0.000	0.000
COM0003448	LVC COMPANIES, INC.	MBC-FIRE PROTECTION INSPECTION	3/11/2021	3/10/2026	226175	104216.59	121958.41	0
COM0003148	NORTHERN AIR CORPORATION	MBC - Alerton Controls Svcs	1/1/2021	12/31/2025	65000	15000	17825.39	32174.61
COM0003333	PAINTING BY NAKASONE, INC.	MBC PAINTING SERVICES	2/1/2021	1/31/2026	915000	248098.99	666901.01	0
COM0007041	PREFERRED ELECTRIC, INC.	MBC - Building-Wide Electrical	6/27/2023	6/30/2027	2585024.180	1567188.350	896299.580	121536.250
COM0002838	QUALUS SERVICES, LLC	MBC-SWITCHGEAR MAINTENANCE	9/16/2020	12/31/2024	264854	0	160816	104038
COM0006688	REILING CONSTRUCTION CO., INC.	MBC - Journeyman Carpentry Serv	4/5/2023	4/30/2025	88000	88000	0	0
COM0007568	SHAW LUNDQUIST ASSOCIATES, INC.	MBC - RFP CITY HALL RESTACK PH	12/27/2023	6/30/2026	26489645.000	6980900.860	17866378.040	1642366.100
COM0006975	SHEEHY CONSTRUCTION COMPANY	MBC - RFP City Hall Restack Ph	6/26/2023	6/30/2025	3144626.280	22869.260	2914122.410	207634.610
COM0007779	TWIN CITY HARDWARE COMPANY, INC	MBC - Best Locks Hardware	2/22/2024	2/21/2026	65000	38071.02	26928.98	0
COM0001762	VEIT DISPOSAL SYSTEMS	MBC-Construction Waste Recycl.	1/3/2020	12/31/2024	30000	5992.33	24007.67	0
COM0007135	VERSACON, INC.	MBC-Phase 3C Early Demolition	8/4/2023	12/31/2024	64442	5539.65	58902.35	0
COM0007851	WELNA HARDWARE, INC.	MBC-Carpet Tiles Purchase	3/6/2024	3/5/2025	175000.000	641.200	174358.800	0.000
COM0007521	WELNA HARDWARE, INC.	TMP-Paint Supplies	12/15/2023	12/31/2025	75000	18058.68	6941.32	50000

Consent Agenda Item: 05

Date: March 13, 2025

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: MBC Expenditure report
Consent Agenda Item: 05

This is a summary from the Budget vs. Actual Expense report from the City of Minneapolis COMET financial system. This summary report reflects expenses posted to the system from January 1 through December 31, 2024. Staff requests approval of the report.

Municipal Building Commission 2024 Budget vs YTD Actuals - Expenses						
Report Generated 3/7/2025			For Period End 12/31/2024			
			Percent of Year Remaining		0%	
Department		Budget	YTD Actual	% Spent	% Remaining	\$ Remaining
5200100	Administration	\$1,730,123	\$1,327,891	77%	23%	\$402,232
5200200	Custodial & Security	\$3,360,172	\$2,739,081	82%	18%	\$621,091
5200300	Repairs & Improvements	\$3,842,737	\$3,679,136	96%	4%	\$163,601
Subtotal		\$8,933,031	\$7,746,107	87%	13%	\$1,186,924
5200400	Adult Detention Center	\$681,000	\$454,806	67%	33%	\$226,194
5200500	Work for Others	\$100,000	\$27,355	27%	73%	\$72,645
Total		\$9,714,031	\$8,228,268	85%	15%	\$1,485,763

The City’s fund balance at the MBC is currently \$3,799,792. Considering the minimum required fund balance, the available balance is \$2,459,792. The fund balance is monitored and managed to budget.

12/31/2024 Fund Balance - 31100	\$	3,799,792
Minimum Fund Balance Amount		(1,340,000)
Year End Unrestricted Fund Balance	\$	2,459,792

Consent Agenda Item: 06

Date: March 13, 2025

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: MBC Historic Preservation fund balance
Consent Agenda Item: 06

The current Historic Preservation fund balance is \$424,239 through 12/31/2024.

Beginning Balance (Fund 3110H)		\$415,471
2024 Received Revenue to 12/31/2024		\$8,768
2024 Expenditure to 12/31/2024		
Ending Fund Balance - 3110H		\$424,239

Accordingly, staff is requesting approval of the Historic Preservation fund balance in the amount of \$424,239.

Discussion and Action Agenda Item: 07

Date: March 13, 2025

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: 07

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, Staff to return starting end of March.

Action Item: Approve Shaw Lundquist construction contract amendments:

Amendment #11 MBC \$461,003.00

Amendment #12: City \$705,027.00

Total: \$1,166,030.00

<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
Amendment #9 MBC approved 12/04/2024	\$95,985.00	\$55,062.00		\$151,047.00
Amendment #10 City approved 12/04/2024			\$83,143.00	\$83,143.00
Contract Total with amendments to date	\$6,053,054.00	\$9,335,113.00	\$11,101,478.00	\$26,489,645.00
Proposed Amendment #11 MBC	\$153,850.00	\$307,153.00		\$461,003.00
Proposed Amendment #12 City			\$705,027.00	\$705,027.00
Contract Total with proposed amendments	\$6,206,904.00	\$9,642,266.00	\$11,806,505.00	\$27,655,675.00
Budget remaining for Phase 3C construction after approval of amendment #11 and #12				\$1,374,463.00