



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

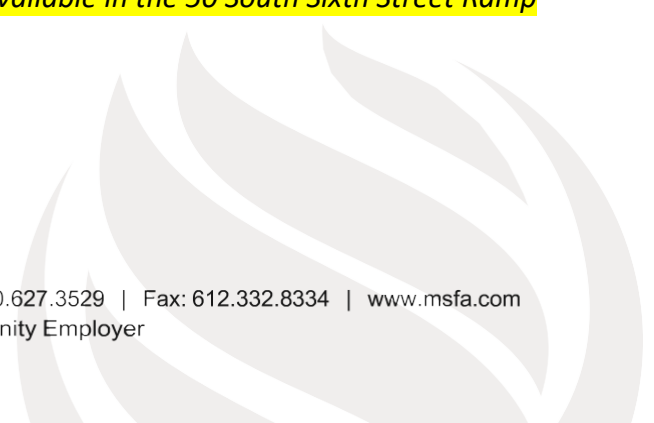
Wednesday, June 21, 2023, 8:00 A.M.

**Dorsey Office Building - 9th Floor, Iron Range Room
50 South Sixth Street, Minneapolis, MN 55402**

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – May 26, 2023
3. PRESENTATION – DESIGN AND CONSTRUCTION – SECURED PERIMETER PROJECT - PHASE 1
4. BUSINESS
 - a. **Action Items**
 - i. **Approve Contract Revision #1 to the Construction Management Agreement with JE Dunn for Secured Perimeter Project – Phase 1**
 - ii. **Approve Parking Agreement with Timeshare Systems, Inc.**
 - iii. **Authorize Negotiation and Execution of Contract for Suites and Guest Experience Equipment Project**
 - iv. **Approve Updated MSFA Bylaws**
 - v. **Approve Updated MSFA’s Procurement Policy and MSFA Procedures for Planning and Procurement of Capital Enhancements**
 - vi. **Approve 2022-2023 Capital Reserve Budget Amendment #2**
 - vii. **Approve 2023-2024 Budget**
 - b. Reports
 - i. U.S. Bank Stadium Updates
 - a. ASM Global
 - b. Aramark
 - ii. Minnesota Vikings Update
5. PUBLIC COMMENTS
6. DISCUSSION
7. ANNOUNCEMENT OF NEXT MEETING – Thursday, July 27, 2023
Location: U.S. Bank Stadium – Mystic Lake’s Club Purple
8. ADJOURNMENT

***Items in bold require action**

NOTE CHANGE OF MEETING LOCATION: This meeting will be held at 50 South Sixth Street, Minneapolis, 9th Floor - Iron Range Room. Parking is available in the 50 South Sixth Street Ramp or at other nearby parking facilities.





MINNESOTA
SPORTS FACILITIES
AUTHORITY

MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – May 26, 2023, 8:00 A.M.
U.S. Bank Stadium
401 Chicago Avenue, Minneapolis, MN 55415

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:04 A.M.

2. ROLL CALL

Commissioners present: Chair Michael Vekich, Tony Sertich, Angela Burns Finney, and Sharon Sayles Belton.

Commissioners absent: Bill McCarthy

3. APPROVAL OF MEETING MINUTES – March 31, 2023

Chair Vekich asked for a motion to approve the minutes of the March 31, 2023, meeting. Commissioner Burns Finney moved, and Commissioner Sayles Belton seconded the motion. The minutes of the March 31, 2023, board meeting were unanimously approved and adopted as presented.

See, Exhibit A.

4. BUSINESS

a. Action Items

- i. Approve Amendment #1 to Design Services Agreement with Populous Inc. for Secured Perimeter Project**

Chair Vekich asked Mr. Ben Jay to discuss Amendment #1 to the Design Services Agreement with Populous Inc. for the Secured Perimeter Project. Mr. Jay stated that on November 2, 2022, the Authority entered into a Design Services Agreement (DSA) with Populous Inc. (Populous) for the architectural and engineering design of Phase 1 of the K12 rated permanent secured perimeter on the south, east, and north sides of U.S. Bank Stadium. The K12 rated permanent secured perimeter strengthens the public safety of the stadium.

Mr. Jay said that Populous has completed the preliminary design of the project, and Populous is finalizing the construction design documents which includes the civil and structural construction documents and the site planning documents. He noted that a future Phase 2 project would include the design of the secured perimeter on the west side of U.S. Bank Stadium and the plaza area.

Mr. Jay said that Populous recently notified The Tegra Group, the MSFA owner's representative, that additional architectural and engineering design services are needed to finalize the construction design documents. He added that the services would include further analysis of certain site features and operational design modifications to the fence, gates, sidewalks, and bike pathways for an additional fee of \$68,000.00. See, Exhibit B.

Commissioner Sertich moved, and Commissioner Burns Finney seconded the motion to approve the following recommended motion, which was unanimously adopted:

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute Amendment #1 to the Design Services Agreement with Populous Inc. for additional design services in the amount of \$68,000.00. Populous' design services fees including expenses will increase from \$502,938.00 to \$570,938.00.

ii. Approve Contract Revision #1 to Trade Contract Agreement with Horwitz LLC for the 2022 Operable Doors Project

Chair Vekich asked Mr. Jay to discuss Contract Revision #1 to the Trade Contract Agreement (TCA) with Horwitz LLC for the Operable Doors Project. Mr. Jay stated that the MSFA has a trade contract agreement with Horwitz LLC for the 2022 Operable Doors Project at U.S. Bank Stadium for \$298,000.00. He noted that the stadium has five large operable doors at the Legacy Gate entrance that are opened for certain major events. Horwitz has provided turnkey project management for the extraction and reinstallation of the hydraulic arms, rebuilding components of the cylinders, and working towards the correct operation and condition of each hydraulic device.

Mr. Jay said, during the project, Horwitz and their subcontractor M&M Hydraulics experienced unforeseen problems not detected during their site evaluation and walk. Mr. Jay noted, (1) Horwitz experienced significant delays due to difficulty removing the pins holding the cylinders to the mounting brackets. M&M had to machine the door pins to the correct diameter; (2) Sand and paint chip debris was discovered in the hydraulic fluid from initial construction and installation. The debris must be cleaned and removed from the system which slowed down the seal replacement; (3) A locking pin actuator failed on door #2 and must be replaced; (4) There is a defective valve for door #5 that must be replaced.

Mr. Jay added that Horwitz identified a need for additional labor hours and replacement of an actuator and valve to complete the project. He said the proposed contract amendment is \$128,116.00 to complete the work, and the new guaranteed completion date is now June 30, 2023. See, Exhibit C.

Commissioner Burns Finney moved, and Commissioner Sertich seconded the motion to approve the following recommended motion, which was unanimously adopted.

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute a Contract Revision #1 to the Trade Contract Agreement with Horwitz for the 2022 Operable Doors project for \$128,116.00, and the total contract amount would be increased to \$426,116.00.

iii. Approve License Agreement with the National Football League for Installation of Technical Equipment in U.S. Bank Stadium

Chair Vekich asked Mr. Jay to discuss a licensing agreement with the National Football League (NFL) and/or the Minnesota Vikings for the movement and installation of NFL technical equipment in U.S. Bank Stadium. Mr. Jay explained that the NFL has technical equipment at U.S. Bank Stadium required to support and operate game day services for the NFL. He noted the NFL equipment is housed in the dock area that does not support clean and cool air, redundant power service, and physical security for their equipment.

Mr. Jay said the NFL has requested movement of their critical equipment to the U.S. Bank Stadium secured server room located on event level on the northwest side of the stadium. He added this location would provide the needed cooling, redundant power, and physical security for the NFL-owned equipment.

Mr. Jay noted that to provide access to the U.S. Bank Stadium secured server room, a licensing agreement must be established outlining access to and maintenance of the equipment with either the NFL and/or the Minnesota Vikings. He added that all costs for the movement and installation of the NFL equipment would be borne by the NFL and there is no cost to the MSFA. *See, Exhibit D.*

Commissioner Sertich moved, and Commissioner Burns Finney seconded the motion to approve the following recommended motion, which was unanimously adopted.

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute a licensing agreement with the National Football League and/or the Minnesota Vikings for the movement and installation of NFL technical equipment, room access to the U.S. Bank Stadium secured server room, and maintenance of their equipment at \$0 cost to the MSFA.

iv. Approve 2023-2024 Casualty Insurance Renewal Program

Chair Vekich asked Ms. Mary Fox-Stroman to present the 2023-2024 Casualty Insurance Renewal Program. Ms. Fox-Stroman stated that the Authority has an agreement with CBIZ, our casualty insurance broker. She noted that, due to the volatile insurance market conditions and their three-year history of remarketing the program, CBIZ recommended a nonmarketing approach where they would reach out to

the incumbent casualty insurance carriers and request renewal quotes for all policies for the period from June 17, 2023, through June 17, 2024. All the incumbent carriers responded with renewal quotes for the program.

Ms. Fox-Stroman said the casualty program includes the following policies: commercial general liability, excess liability, commercial automobile and garage keepers' legal liability, crime, public officials and employment practices liability, workers compensation and employer liability, cyber/privacy liability, and terrorism liability.

Ms. Fox-Stroman presented a brief description of each insurance policy and the premiums. She added that the property insurance program will be presented at a future board meeting. See, Exhibit E.

Commissioner Burns Finney moved, and Commissioner Sertich seconded the motion to approve the following recommended motion, which was unanimously adopted.

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to procure the above listed policies for the casualty insurance program. Policy premiums may be adjusted based on final policy negotiations with each carrier.

b. Reports

- i. **Q2 – 2022-2023 Budget Report – December 31, 2022**
- ii. **Q3 – 2022-2023 Budget Report – March 31, 2023**

Chair Vekich invited Ms. Fox-Stroman to present the Second Quarter, 2022-2023 Budget Report as of December 31, 2022 and the Third Quarter, 2022-2023 Budget Report as of March 31, 2023.

Ms. Fox-Stroman presented the second and third quarter budget reports for the period from July 1, 2022 through December 31, 2022 and from July 1, 2022 through March 31, 2023. She reviewed the high-level budget summary document with highlights from the report, "Performance at a Glance." See, Exhibit F.

- iii. **U.S. Bank Stadium Updates**
 - a. **ASM Global Update**

Chair Vekich asked Mr. John Drum, General Manager of U.S. Bank Stadium, to comment on events.

Mr. Drum shared that ASM had a great start to the concert season with the Red Hot Chili Peppers concert and Luke Combs concert. He noted the Luke Combs concert had the second highest attendance for the Twin Cities.

Mr. Drum noted that U.S. Bank Stadium hosted Mortenson's annual meeting that brought over 1,500 people to the stadium. He said a new client this year, the Leukemia and Lymphoma Society Minneapolis,

conducted their annual Big Climb fundraiser that had over seven hundred climbers at the event. Mr. Drum added that ASM also hosted the Augsburg University graduation, five high school proms, the Vikings Draft Party, and the Bud Grant Celebration at the stadium.

Mr. Drum then turned his focus to future events. With the Vikings upcoming 2023 season, he noted that U.S. Bank Stadium will host two Vikings preseason home games, three prime time games, and two Monday night games this year. In addition to the Vikings, Mr. Drum added upcoming events include the North Dakota State – Eastern Washington football game, and concerts by Taylor Swift, Ed Sherran, and Billy Joel/Stevie Nicks.

Mr. Drum also added that ASM Global's Assistant General Manager Ann Dunne was recently recognized as one of the 2023 Women of Live honorees.

b. Aramark Sports & Entertainment Update

Chair Vekich asked Ms. Jenifer Freeman, General Manager of Aramark, to provide an update.

Ms. Freeman noted that Aramark's business has returned very strong. She said that the Vikings Draft Party was very successful for their food and beverage sales. Ms. Freeman added that the Luke Combs concert was a top performing Aramark event.

Ms. Freeman said they are currently deep cleaning their stands, and working closely with ASM on the sustainability program reducing their power usage in the building.

She added that Aramark worked closely with the Vikings on menus for the upcoming season, vendor activations, and added three new food partners as well.

From a staffing standpoint, Ms. Freeman said Aramark hired many supervisors in the off-season, hired a new Executive Chef, and they have extended an offer to a new Assistant General Manager.

Ms. Freeman noted that Aramark continues to look in the local community, at social media, and various food trucks to recruit small businesses looking for a win-win partnership here at the stadium.

iv. Minnesota Vikings Update

Chair Vekich asked Mr. Lester Bagley, Minnesota Vikings, to provide an update.

Mr. Bagley highlighted that the April 27th Vikings Draft Party hosted at U.S. Bank Stadium was one of the best fan experiences. He said much of the stadium was in use with field activations, Polaris Club for

season ticket holders, the KFAN show in the Delta Club, and the partner event in Club Purple. Mr. Bagley said there was a high level of guest satisfaction in the post-event survey.

Mr. Bagley said the Bud Grant Memorial event in the stadium was very successful with over 2,000 people in attendance, and many more watching via live stream on television.

v. Legislative Update

Chair Vekich asked Mr. Amos Briggs, Government Relations Consultant from Lockridge Grindal Nauen P.L.L.P., and Mr. Bagley to provide the Board with a legislative update.

Mr. Briggs said that the 2023 legislative session adjourned on time. He noted legislation was approved to pay off the stadium bonds, provide the MSFA with \$15.7 million to fund the Phase 1 Secured Perimeter Project, and preserved the excess sales tax monies that the MSFA will receive for future capital projects.

Mr. Bagley agreed with Mr. Briggs noting that the recent legislative session was historic, and U.S. Bank Stadium benefitted from the successful session. He noted the stadium bonds would be paid off twenty years in advance.

Mr. Briggs noted that the Minnesota Sports and Events group will receive \$6 million in funding to attract the USA Gymnastics trials to Minneapolis.

5. PUBLIC COMMENTS

Mr. Alan Roebke provided comments on the early payoff of the stadium bonds.

6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on Thursday, June 15, 2023, at U.S. Bank Stadium in Mystic Lake's Club Purple.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:29 a.m.

Approved and adopted the 21st day of June 2023, by the Minnesota Sports Facilities Authority

Angela Burns Finney, Secretary/Treasurer

Ben Jay, Executive Director



MEMORANDUM

TO: MSFA Commissioners

FROM: Ben Jay, Executive Director

DATE: June 21, 2023

SUBJECT: Approve Contract Revision #1 to the Construction Management Agreement With JE Dunn for the Secured Perimeter Project – Phase 1

On December 14, 2022, the Minnesota Sports Facilities Authority executed a Construction Management Agreement with JE Dunn Construction to be the “construction manager at risk” for work on the Secured Perimeter Project – Phase 1. JE Dunn worked with Populous to finalize the construction-level designs. JE Dunn provided the MSFA with a Guaranteed Maximum Price (GMP) for the Secured Perimeter Project – Phase 1. The Guaranteed Maximum Price is \$12,788,701, which is comprised of \$12,440,370 for the Cost of Work, and \$348,331 for the Construction Manager’s Fee for the Work.

This Contract Revision No. 1 is to establish scope, a Guaranteed Maximum Price, schedule, and Contract Documents for the Secured Perimeter Project – Phase 1. The Planned Targeted Business Total is estimated at \$1,855,206 (16.90%). The Construction Start Date will be June 30, 2023, with a Substantial Completion Date of April 30, 2024.

Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute a Contract Revision #1 to the Construction Management Agreement with JE Dunn Construction for the Secured Perimeter Project – Phase 1 for a Guaranteed Maximum Price of \$12,788,701.*





MEMORANDUM

TO: MSFA Commissioners

FROM: Ben Jay, Executive Director

DATE: June 21, 2023

SUBJECT: Approve Parking Agreement with Timeshare Systems, Inc.

The Minnesota Sports Facilities Authority is obligated to develop a parking plan that provides the Minnesota Vikings with the use of 2,500 parking spaces on game days for premium seating patrons per the terms of the Stadium Use Agreement.

The parking plan includes the two parking facilities the Authority owns, Stadium Parking Ramp and Downtown East (DTE) Parking Ramp; leased space from Hennepin Healthcare and HCMC, and leased space from Timeshare Systems, Inc. The plan designated 963 spaces at Stadium Parking Ramp, 452 spaces at the DTE Parking Ramp, 150 leased spaces from Hennepin Healthcare and HCMC, and 935 leased spaces from Timeshare Systems, Inc.

Timeshare Systems, Inc. offered to renew the parking agreement with similar terms, except for an increase of \$5 per space for the 511 Surface Lot and 1010 Ramp. The agreement is for the period from July 1, 2023, through June 30, 2024, and the rates are \$40-\$50 per space per game for preseason and regular season games, \$50-\$60 per space per game for post season games, and \$25 per space for non-game day event parking.

Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to execute the parking agreement with Timeshare Systems, Inc. for the period from July 1, 2023 through June 30, 2024.*





MEMORANDUM

To: MSFA Commissioners

From: Mary Fox-Stroman, Director of Finance

Date: June 21, 2023

Subject: Authorize Negotiation and Execution of Contract for Suites and Guest Experience Equipment

The Minnesota Sports Facilities Authority's published a Request for Quotes (RFQ) on June 13, 2023 for the procurement of Suites and Guest Experience Equipment. Suites equipment includes 200 iPads, 96 wall mount kits, 8 countertop charging stations, 12 wall mount/wireless charging stations, and 30 protective cases for the iPads, and the Guest Experiences equipment includes 300 iPhones and 300 protective cases for the phones. Also included in the RFQ is procurement of a mobile device management platform software that will facilitate management, control, and support for this equipment.

Quotes are due by July 3, 2023, and the anticipated contractor selection date is July 7, 2023. This equipment needs to be procured prior to the next board meeting that is scheduled for July 27, 2023, in order for the equipment to be installed and operational prior to the start of the upcoming Minnesota Vikings NFL football season.

Staff will update the board at a future meeting following finalization of negotiations with the selected contractor.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to finalize negotiations and execute a contract for the procurement of the Suites and Guest Experiences Equipment.





MEMORANDUM

To: MSFA Commissioners
From: Mary Fox-Stroman, Director of Finance
Date: June 21, 2023
Subject: MSFA Bylaws

The Minnesota Sports Facilities Authority's Bylaws serve as its primary governing document and include the organization's internal operating rules. The Bylaws can be amended by you through a simple majority vote. We are also updating a portion of the Policy Manual which is also on your June 21, 2023 agenda, and the Bylaws are proposed to be amended in the following way:

Executive Director

The proposed language clarifies the responsibilities of the Chair and Executive Director with respect to hiring, supervision and dismissal of all other employees of the Authority.

The proposed Bylaws revisions are posted on the Authority's website.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the revisions to the Bylaws presented on June 21, 2023.



AUTHORITY BY LAWS (Amended 06/21/15/202309/17/2020)

Section 1. *NAME*

The Minnesota Sports Facilities Authority established pursuant to Minn. Stat. § 473J.07, as amended, (Laws of Minnesota 2012, Chapter 299, Article 1, Section 11) (the "Act"). This body shall be known as the Minnesota Sports Facilities Authority and hereinafter referred to as the Authority.

Section 2. *COMPOSITION OF THE AUTHORITY*

The Authority shall be a five person body composed of a Chair and two Commissioners (the "Governor-appointed Commissioners") appointed by the governor and two Commissioners (the "Mayor-appointed Commissioners") appointed by the Mayor of the City of Minneapolis. One Governor-appointed Commissioner shall serve until December 31 of the third year following appointment, and one Governor-appointed Commissioner shall serve until December 31 of the fourth year following appointment. Thereafter, the Governor-appointed Commissioner shall serve four-year terms beginning January 1. The Chair shall serve at the pleasure of the Governor.

One Mayor-appointed Commissioner shall serve until December 31 of the third year following appointment, and one Mayor-appointed Commissioner shall serve until December 31 of the fourth year following appointment. Thereafter, the Mayor-appointed Commissioners shall serve four-year terms beginning January 1. Mayor-appointed Commissioners may reside within the City of Minneapolis and may be appointed officials of a political subdivision.

Each Commissioner shall serve until a successor is appointed and takes office.

Meetings of the Authority shall be called board meetings.

Section 3. *OFFICERS OF THE AUTHORITY*

3.1. Chair

The Chair shall preside at all meetings of the Authority and shall have such duties and responsibilities as are normally attendant upon that office and as are specifically prescribed by the Act, other relevant laws, and these bylaws. The Chair shall receive, unless otherwise provided by other law, a salary in an amount fixed by the Authority. The functions of the Chair shall include, but not be limited to, the following:

- 3.1.1. Presiding at meetings of the Authority.
- 3.1.2. Providing notification of regular meetings of the Authority and calling special Authority meetings as appropriate.
- 3.1.3. Appointing any committees and related chair.
- 3.1.4. Nominating an Executive Director subject to Authority Board approval.
- 3.1.5. Assuring that the work of the Authority is organized to carry out the duties and responsibilities of the Authority.
- 3.1.6. Representing the Authority and acting as its official spokesperson.

3.1.7. Performing such other duties as the Authority may direct.

3.2. Vice-Chair

The Vice-Chair shall be elected from the Authority's membership and shall be elected annually at the first regular meeting in January each year, or as soon thereafter as reasonably practicable, by a majority vote of the Commissioners. The Vice-Chair shall act for the Chair during the temporary absence or disability of the Chair.

3.3. Secretary/Treasurer

The Authority shall elect a Secretary/Treasurer. The Secretary/Treasurer may, but need not be, a Commissioner. The Secretary/Treasurer shall be elected annually at the first regular meeting in January each year, or as soon thereafter as reasonably practicable, by a majority vote of the Commissioners. The Secretary/Treasurer shall serve at the pleasure of the Authority, subject to the terms of any contract of employment which the Authority may enter into with the Secretary/Treasurer. The Secretary/Treasurer shall have duties as assigned by the Board and shall perform all such other duties as are normally attendant upon that office and specified in other applicable laws, regulations, or procedures.

3.4. Executive Director

An Executive Director shall be nominated by the Chair and approved by a four-fifths vote of the Authority Board. The Executive Director shall be responsible for the operation and management of the Authority; provided, however, that the Executive Director shall not have the power or authority to incur liability or make expenditures on behalf of the Authority without general or specific directions by the Authority, except as provided in the Authority's Procurement Policy; provided further, that all official documents related to any procurements shall be executed by both the Chair and the Executive Director pursuant to Section 6 herein. The ~~Chair and the Executive Director, in consultation with the Chair,~~ shall be responsible for hiring, supervision and dismissal of all other employees of the Authority. The Executive Director may be removed at any time by a majority vote of the Commissioners. The Executive Director's compensation shall be determined by the Authority upon recommendation of the Chair. The Executive Director shall report to the Chair.

3.5. Vacancies

A vacancy in the office of Vice-Chair and Secretary/Treasurer shall be filled for the duration of the applicable term by a majority vote of the Commissioners at any regular meeting of the Authority following development of a vacancy.

3.6. Removal

A Governor-appointed Commissioner, other than the Chair, may be removed by the Governor, and a Mayor-appointed Commissioner may be removed by the Mayor, in each case only for misfeasance, malfeasance, or nonfeasance in office, upon written charges, and after an opportunity to be heard in defense of the charges. The Chair shall serve at the pleasure of the Governor.

Section 4. *MEETINGS OF THE AUTHORITY*

4.1. Regular Meeting

Regular meetings of the Authority shall be held at the Authority offices, pursuant to an annual calendar to be adopted no later than the first meeting of the calendar year or as soon thereafter as reasonably practicable, on the day and at the time designated by resolution of the Authority. Regular meetings of the Authority may be cancelled by the Chair upon notification of the Commissioners. Notice to Commissioners and public notice of such

cancellation shall be provided in such form and manner as is appropriate to the situation.

4.2. Notice of Meetings

Each Commissioner shall be notified in writing at least three days prior to each regular or special meeting of the time and place of the meeting. The tentative agenda for each such meeting shall constitute such notice.

4.3. Special Meetings

Special meetings of the Authority may be held at any time subject to the notice requirements of 4.2 upon the call of the Chair or any other two Commissioners. Special meetings may also be held without three days prior written notice at any time as may be established by the Chair or a majority vote of the Authority at the occasion of a regular meeting or duly called special meeting. No business shall be transacted at a special meeting other than that stated in the notice. Special meetings of the Authority may be cancelled by the Chair upon notification of the Commissioners, except for those special meetings called by two or more Commissioners.

4.4. Agendas

The tentative agenda for each regular meeting shall be established by the Chair.

4.5. Quorum

Three Commissioners shall constitute a quorum for the conduct of Authority business. A quorum shall not be necessary for the conduct of public hearings by the Authority. If a quorum is not present on the day fixed for a regular or special meeting, the Commissioners in attendance, though constituting less than a quorum, may recess from time-to-time so as to notify absentees and procure a quorum for such a recessed meeting

4.6. Voting

Any authorized action may be taken by the Authority or its committees upon a majority vote of any Commissioners present at a meeting duly called and held, except as otherwise specifically provided by law or these bylaws. Voting on any matter shall be by voice vote provided that a roll call vote shall be called and recorded on any issue if requested by one or more Commissioners. In the case of a tie vote, the question is defeated. There shall be no voting by proxy and each Commissioner shall be entitled to only one vote on any single motion.

4.7. Conduct of Business

Commissioners and meetings of its committees shall be governed by *Robert's Rules of Order* as most recently revised to the extent that they are not inconsistent with law or these bylaws.

4.8. Open Meetings

All regular and special meetings of the Authority and all meetings of its committees shall be open to the public. Notice of all meetings shall be given.

4.9. Video Meetings

The Chair or a Commissioner may attend a regular or special meeting of the Authority via interactive television (i.e., Skype or similar technology) so long as: (i) all Commissioners participating in the meeting can hear one another and all discussion at all locations where a Commissioner is present; (ii) members of the public present at the Authority offices can hear and see all discussion and all votes of Commissioners; (iii) at least one Commissioner is physically present at the Authority offices; and (iv) each location where a Commissioner is present is open and accessible to the public. Notice of a Commissioner's remote participation via interactive television must be given at least three days prior to the meeting. The Authority may also conduct a regular or special meeting using interactive television or other remote participation technology in a manner consistent with applicable statutes and regulations.

Section 5. *COMPENSATION AND EXPENSE REIMBURSEMENT*

5.1. Per Diem

Each Commissioner, other than the Chair, shall be paid per diem compensation of \$55.00 for each day, or part thereof, spent in attending Authority meetings or meetings relating to Authority business as authorized by the Chair; provided however, that Commissioners that are employees of the State of Minnesota or political subdivisions of the State of Minnesota cannot be paid for time spent on Authority activities that occur during working hours for which they are compensated by the State of Minnesota or a political subdivision.

5.2. Reimbursement of Expenses

Each Commissioner, including the Chair, shall be reimbursed for all actual and necessary expenses incurred in the performance of his or her duties in the same manner and amount as State employees, more specifically set forth in the Authority Travel and Expense Reimbursement Policy. Commissioners who, as a result of time spent attending board meetings, incur child care expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon Chair authorization; provided, however, that Commissioners who are employees of the State of Minnesota or employees of political subdivisions of the State of Minnesota may be reimbursed for child care expenses only for time spent on Authority activities that are outside their working hours.

Section 6. *EXECUTION OF OFFICIAL DOCUMENTS*

All contracts, agreements, and other official instruments to which the Authority is a party, shall be executed by the Chair and the Executive Director on behalf of the Authority or in the absence of either, by the Chair or Executive Director and the Secretary/Treasurer.

Section 7. *AMENDMENTS*

These bylaws may be amended by a majority vote of Commissioners at a regular meeting of the whole Authority provided that written notice setting forth in detail the contents of the proposed amendment(s) has been given to all Commissioners at least ten (10) days prior to the meeting.

Section 8. *ELECTRONIC MAIL*

Wherever the act of giving written notice is provided for in these bylaws, such notice may be provided by electronic mail to those Commissioners that have indicated consent to receipt by such means, and the provision of notice to a Commissioner's designated electronic mail address shall be deemed to satisfy all notice requirements provided hereunder.

APPROVAL AND REVISION DATES

Original adoption on 08/01/2012

Revised 09/17/2020



MEMORANDUM

To: MSFA Commissioners

From: Mary Fox-Stroman, Director of Finance

Date: June 21, 2023

Subject: MSFA Policy Manual Updates

- Procurement Policy
- Procedures for Planning and Procurement of Capital Enhancements

The Minnesota Sports Facilities Authority's Policy Manual establishes the basic principles to be followed in the administration and operation of the activities of the organization. The Manual provides a uniform approach and tool to be used by management and staff to guide and inform decision-making and to assist them in their responsibilities.

The proposed revisions to the current policies and procedures have been provided to you and are posted on the Authority's website.

The proposed Policy Manual changes include:

- Procurement Policy
- Procedures for Planning and Procurement of Capital Enhancements

Many of the revisions are non-substantive to utilize consistent terms throughout the policies. The respective roles of the Chair and Executive Director are further clarified to reflect current practices. These changes should be helpful for the governance of the Authority in the future.

Here is a summary of the substantive revisions:

Procurement Policy

The procurement policy establishes the guidelines for the procurement of goods and services and specifies the manner for competitive purchases. Procurement rules are largely governed by State law and these revisions reflect updated statutory authority for certain procurements.

Small Purchases are now defined as procurements valued between \$25,000 and \$175,000 whereas previously the limit for small purchases was \$100,000. In addition, Major Purchases are now defined as procurements valued at greater than \$175,000 whereas previously Major Purchases were greater than \$100,000.

The threshold for a competitive process when contracting for professional services was increased from \$100,000 to \$175,000.

Procedures for Planning and Procurement of Capital Enhancements

These procedures were developed to provide for a process for capital planning, budgeting, and the procurement of capital improvements authorized by the approved Capital Budget. Staff recently reviewed the procedures and found that some of the procedures were redundant with the Authority's annual budget development process, some of the procedures were outdated, and the forms did not add value for capital procurements that are managed by staff.

The proposed procedures now provide guidance if an external consultant or other agent is retained to administer the procurement process. The procedures were modified to streamline and update the process, dates were changed to coincide with the Authority's fiscal year, budget preparation directions were removed as Authority staff prepares the annual operating and capital budgets, and outdated language was removed.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the revisions to the Procurement Policy and the Procedures for Planning and Procurement of Capital Enhancements presented on June 21, 2023.



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 1 of 7

PURPOSE

The Minnesota Sports Facilities Authority (the “Authority”) wants to ensure its procurement process complies with all applicable legal requirements; is fair to all participants; is as efficient as possible without eliminating needed controls; is transparent and understandable to all users; provides public confidence in the Authority’s procurement procedures; is administratively consistent with other Authority policies and procedures; and maximizes the use of disadvantaged business whenever possible.

POLICY

The Authority will procure goods and services required to meet its needs and fulfill its duties as a public body. The Authority will procure goods and services in an economically feasible and competitive manner that is efficient, straightforward, and consistent with fair and transparent procurement principles. Accordingly, the procurement of goods and services will comply with all applicable federal, state, and local laws and regulations, as well as applicable Authority policies. Solicitations will be specifically tailored for each project to obtain the best value for the Authority and the state, taking into account all factors the Authority determines to be important for a particular procurement, including, without limitation, price, key personnel and staff, schedule, and/or the vendor’s capability to furnish goods or perform work. In furtherance of this policy, the Authority adopts the following procurement principles and procedures.

IMPLEMENTATION/ACCOUNTABILITY

All employees and Authority agents shall adhere to this policy when purchasing goods or services and shall monitor performance within their areas of authority.

PURCHASING AUTHORITY

The [Chair and](#) Executive Director ~~has~~ [has](#) purchasing power for the Authority. The [Chair and](#) Executive Director, ~~in consultation with the Chair,~~ may [jointly](#) make the following expenditures on behalf of the Authority ~~pursuant to the Executive Director’s duties~~ without obtaining Board approval prior to such expenditure:

- (a) The [Chair and](#) Executive Director may authorize contracts and change orders for goods and services up to \$250,000; and
- (b) The [Chair and](#) Executive Director may authorize change orders for construction



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 2 of 7

expenses up to \$500,000.

Contracts and change orders authorized by the [Chair and](#) Executive Director pursuant to the above section must [also](#) be executed by the Chair and the Executive Director pursuant to Section 6 of the Authority's Bylaws.

The Authority must pay its obligations promptly and in accordance with Minnesota's prompt payment act, Minn. Stat. § 471.425.

The Authority shall consider the long-term value of the purchase by taking into account the long-term maintenance, operating costs, and other indirect costs of the purchase. The full lifecycle cost of a good or service should be considered when evaluating price proposals.

Micro Purchases

Procurements valued at less than \$25,000 will be considered *Micro Purchases* and can be made either upon quotation or in the open market.

Authority staff will ensure that the price is fair and reasonable. Procurements will not be split to avoid competition.

If a contract is made upon quotation it shall be based, so far as practicable, on at least two quotations that shall be kept on file for a period of at least one year after their receipt. Alternatively, the Authority may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c).



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 3 of 7

Small Purchases Procurements valued between \$25,000 and \$1~~7500~~,000 will be considered *Small Purchases* and will be made after obtaining two or more quotations, bids, or proposals from qualified sources.

Small Purchases may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids.

All quotations shall be kept on file for a period of at least one year after receipt thereof.

As an alternative to the procurement method described above, the Authority may award a *Small Purchase* for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c).

Major Purchases Procurements valued at greater than \$1~~7500~~,000 will be considered *Major Purchases* and will be made by publicly soliciting bids or proposals in accordance with Authority procurement procedures and as required by Minnesota Statutes and Rules.

As an alternative, *Major Purchases* for construction, alteration, repair, or maintenance work may be made to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c).

Professional Services Unless otherwise determined by the Authority, a competitive process is required when contracting for professional services for more than \$1~~7500~~,000 such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or other professional training.



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 4 of 7

Best Value Contracting

Best Value Contracting may be considered for awarding construction project contracts. Under this provision, the Authority will consider performance factors with price when awarding construction contracts. The criteria used for the evaluation must be included in the RFP along with the relative weight: of price and other selection criteria.

Pursuant to Minn. Stat, § 16C.02, subd. 4a, best value criteria may include, but are not limited to:

- (1) the quality of the vendor’s or contractor’s performance on previous projects;
- (2) the timeliness of the vendor’s or contractor’s performance on previous projects;
- (3) the level of customer satisfaction with the vendor’s or contractor’s performance on previous projects;
- (4) the vendor’s or contractor’s record of performing previous projects on budget and ability to minimize cost overruns;
- (5) the vendor’s or contractor’s ability to minimize change orders;
- (6) the vendor’s or contractor’s ability to prepare appropriate project plans;
- (7) the vendor’s or contractor’s technical capacities;
- (8) the individual qualifications of the vendor’s or contractor’s key personnel; or
- (9) the vendor’s or contractor’s ability to assess and minimize risks.

Master Contracts

Master Contracts will be created with vendors to allow the Authority to make repetitive purchases of similar types of goods or services on an as-needed basis in an efficient and economical manner. Procurements made through *Master Contracts* will satisfy the Authority’s competitive procurement requirements.

Joint Purchasing Agreements

The Authority has the ability to enter into *Joint Purchasing Agreements* with other governmental units as provided for in Minn. Stat. § 471.59. Procurement’s made through *Joint Purchasing Agreements* will satisfy the Authority’s competitive procurement requirements.



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 5 of 7

Responsibility The Authority reserves the right to determine whether a vendor is responsible.

EXCEPTIONS TO THE SOLICITATION PROCESS

Exceptions may be made to the solicitation process described above under the following circumstances:

- for Micro Purchases, where the total value of the purchase is less than \$25,000
- for the purchase or sale of real property;
- where the Authority has declared an emergency (an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring; a situation that creates an actual or imminent serious threat to the health and safety of persons), in accordance with Authority Policies and Procedures;
- where a Sole Source Justification has been approved because there is clearly and legitimately only a single source for the goods and services, and the Authority determines that the price has been fairly and reasonably established, in accordance with Authority Policies and Procedures; and
- where the procurement is for goods or services not available competitively—such as utilities; subscriptions; professional dues and memberships; insurance; conference and seminar registration; permits and licenses; advertisements in publications; taxes; required federal; state; and local fees and charges; etc.

PURCHASING PREFERENCES

The Authority will utilize businesses owned and controlled by socially and economically disadvantaged individuals in-the procurement of goods and services, and the award of contracts.

The Authority will, with authorization granted by federal regulations, state statute, and-local laws and ordinances, act affirmatively to create a "level playing field" for women-owned, minority-owned, and disadvantaged business enterprises to achieve the goal of equal opportunity.

PROHIBITED INTERESTS IN CONTRACTS

The Authority shall not enter into any contract or purchase order for goods or services in which an Authority member or an Authority employee has an indirect or direct personal financial interest or will personally benefit financially from the contract or purchase order, in accordance with Minn.



MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 6 of 7

Stat. § 16C.04. In exceptional cases, and if permitted by applicable law or regulation, this policy may be waived by the [Chair and](#) Executive Director, ~~in consultation with the Chair~~, for good cause after consulting with legal counsel.

The Authority will ensure that all employees are aware of this policy and laws relating to conflicts of interest.

The Authority will require that employees disclose a conflict of interest or a potential conflict of interest and the Authority will provide for reassignment of such employee if possible.

DEVIATIONS FROM POLICY

Approval to deviate from this policy must be documented and authorized by the [Chair and](#) Executive Director, ~~in consultation with the Chair~~, and in accordance with Authority policies and procedures.

ANNUAL REVIEW

This policy shall be reviewed at least annually by the [Chair and](#) Executive Director, ~~in consultation with the Chair~~. Any policy changes will be reported to the Board for its consideration in a timely manner.

APPROVAL AND REVISION DATES

Original adoption on 10/01/2012

Revised 12/13/2013; 09/17/2020, [6/21/2023](#)

REFERENCES

- Minn. Stat. § 471.345
- Minn. Stat. § 471.425
- Minn. Stat. § 471.59
- Minn. Stat. § 16C.02

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MINNESOTA SPORTS FACILITIES AUTHORITY
POLICY STATEMENT

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procurement Policy	002	08/01/2012	09/17/2020 06/21/2023	Page 7 of 7

- Minn. Stat. § 16C.04
- Minn. Stat. § 16C.28
- Minnesota Session Laws 2012, Regular Session, Chapter 299 - - H.F. No, 2958; Section Sec. 11. [473J.07] Minnesota Sports Facilities Authority



MINNESOTA SPORTS FACILITIES AUTHORITY

PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 06/21/2023	Page 1 of 10

PURPOSE

The Minnesota Sports Facilities Authority (the “Authority”) is a public body and political subdivision of the State of Minnesota established pursuant to 2012 Minnesota Laws, Chapter 299 (codified at Minnesota Statutes, Chapter 473d) to construct, finance, and operate a multi-purpose stadium and related infrastructure as a venue for the National Football League and a broad range of other civic, community, athletic, educational, cultural, and commercial activities in the City of Minneapolis, Minnesota. The Board of the Authority (the “Board”) hereby establishes a set of procedures to be used for reviewing and approving the Capital Funding Plan and the resulting procurements for Capital Enhancements. These procedures provide greater detail than the existing Procurement Policy for the Authority previously adopted by the Board. The procurement portion of the procedures set forth herein shall also be used for other, non-capital procurements. The Board anticipates that most of the work of capital planning and procurement shall be carried by its Executive Director (“Executive Director”) and, employees of the Authority reporting to the Executive Director, If and by a consultant or other agent is retained by the Authority employee designated by the Executive Director to administer the procurement process that party will then manage this work (the “Contract Manager”). ~~However, the~~ The Board will need to review and approve certain planning and procurement decisions and the Chair and Executive Director will need to approve the work of the Contract Manager at various stages. These procedures are meant to create an orderly process for the necessary reviews and approvals. All procurements must comply with applicable law and the Authority’s Procurement Policy, and the steps set forth in these procedures are meant to facilitate compliance with legal requirements and those set forth in the policy. Nothing in this set of procedures should be understood or interpreted so as to contravene the requirements of the Procurement Policy and applicable law. Defined terms have the same meanings as in the Procurement Policy, the Second Amended & Restated Stadium Use Agreement (the “Use Agreement”), and the Food and Beverage, Catering, and Concession Agreement (the “Concession Agreement”), as applicable.

PLANNING

Each ~~May~~November or ~~June~~December, the Board shall have on its agenda the review and approval of the Capital Budget for the following ~~fiscal~~calendar year, the Food Service Capital Budget for the following ~~fiscal~~calendar year, and the Long Term Capital Plan (collectively, the “Capital Funding Plan”), if available. In preparation for those submissions, the staff of the Authority (the “Authority Staff”) and Executive Director shall consult with the Team each ~~year~~summer and



MINNESOTA SPORTS FACILITIES AUTHORITY PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 2 of 10

obtain from it by ~~December 31~~September 30 of each year its list of those Capital Improvements for the next ~~fiscal~~calendar year which it is ~~requesting~~designating for funding pursuant to the Use Agreement as well as any Capital Enhancements which it contends are NFL-Mandated Amenities. ~~In addition, the Executive Director and the Authority Staff shall obtain from Aramark (the "Concessionaire") its suggested budget for expenditures which it proposes to have charged against the Capital Replacement Fund pursuant to Section 7.1.2 of the Concession Agreement. The Executive Director and Authority Staff shall also forecast the amount the Concessionaire is likely to contribute to the food service Capital Reserve Fund during the next calendar year and determine the balance in the Capital Reserve Fund. The Executive Director and the Authority Staff shall also consult with SMG (the "Stadium Manager") each summer and/or fall to determine what projects it believes should be included in the short and long term capital planning.~~

~~Using the information obtained from the Team, the Stadium Manager, and the Concessionaire as well their own information and best judgment, the Executive Director and Authority Staff shall prepare a proposed Capital Budget for the following calendar year, proposed Food Service Capital Budget for the following calendar year, and a proposed Long Term Capital Plan. Preliminary drafts of the budgets and plan constituting the Capital Funding Plan shall be provided to the Team, the Stadium Manager, the Concessionaire, the Contract Manager, and such other persons as the Executive Director may designate by October 15 for review and comment. The Authority Staff shall thereafter make such edits, removals, and additions as the Executive Director deems appropriate. However, the Authority Staff and Executive Director shall not remove or alter the Capital Improvements for the next calendar year included pursuant to the direction provided by the Team in exercising its rights to direct certain Capital Improvements annually for the first five (5) years of the Use Agreement in accordance with the terms of the Use Agreement. At a minimum, the documents of the proposed Capital Funding Plan shall include a description of each proposed Capital Enhancement, an explanation of why the Capital Enhancement is needed or desired, the estimated cost for each item of work proposed, and a proposed timetable for completion of each item of proposed work.~~

In ~~May~~November or ~~June~~December at the designated meeting, the Executive Director shall present to the Board the budgets and plan constituting the proposed Capital Funding Plan for its review and approval. In addition to approving the Capital Funding Plan, with such additions, removals, and amendments as it shall make, the Board shall also specifically authorize or deny each individual proposed Capital Enhancement which is anticipated to be a Major Purchase scheduled to begin during the next ~~fiscal~~calendar year.



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 3 of 10

~~The Executive Director shall present the Capital Enhancements submitted for individual approval using the attached Form A, and approvals of such projects should be recorded in minutes of the Board's meetings and also noted on Form A.~~

PROCUREMENT

A. Micro Purchases

Pursuant to Minn. Stat. §471.345, subd. 5, procurements valued at less than \$25,000 will be considered *Micro Purchases* and can be made either upon quotation or in the open market, in the discretion of the Chair and the Executive Director. The Contract Manager shall present proposed capital project Micro Purchases to the Executive Director for approval using Form AB.

The Contract Manager and Authority Staff will ensure that the price is fair and reasonable. Procurements will not be split to avoid competition.

If a contract is made upon quotation it shall be based, so far as practicable, on at least two quotations that shall be kept on file for a period of at least one year after their receipt. Alternatively, a contract for construction, alteration, repair, or maintenance work may be awarded to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c). The specific procedures for best value procurements are as set forth in the relevant section below.

B. Small Purchases

Pursuant to Minn. Stat. §471.345, subd.4 and 4a, procurements valued between \$25,000 and ~~\$17500~~,000 will be considered *Small Purchases* and will be made after obtaining two or more quotations, bids, or proposals from qualified sources. Small Purchases may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids. The Contract Manager and Executive Director shall be responsible for overseeing this process and ensuring it is carried out fairly and reasonably. The Contract Manager shall present proposed Small Purchases to the Executive Director for approval using Form AB.

All quotations shall be kept on file for a period of at least one year after receipt thereof.



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 4 of 10

As an alternative to the procurement method described above, a *Small Purchase* for construction, alteration, repair, or maintenance work may be awarded to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c). The specific procedures for best value procurements are as set forth in the relevant section below.

C. Major Purchases

Pursuant to Minn. Stat. §471.345, subd. 3 and 3a, procurements valued at greater than \$~~17500~~,000 will be considered *Major Purchases* and will be made by either (1) publicly soliciting sealed bids in accordance with Authority’s Procurement Policy and these procedures and as required by Minnesota Statutes and Rules or (2) *Major Purchases* for construction, alteration, repair, or maintenance work may be made to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c). This second process is known as “best value procurement.” It is anticipated that best value procurement will be used for many of the capital project Major Purchases. The specific procedures for both best value procurements and the public solicitation of sealed bids are set forth below. *Major Purchases* shall be made through public solicitation of sealed bids unless the best value process is approved by the [Chair and the](#) Executive Director through Form C.

D. Best Value Procurement

1. Development and Approval of the RFP

It is anticipated that best value contracting, as described in the Procurement Policy and Minn. Stat. § 16C.28, subd. 1, para. (a), clause (2), and para. (c), will be used for many of the Major Purchase Capital Enhancement projects. It may also be used for obtaining professional services as determined by the [Chair and the](#) Executive Director.

Once a project has been approved for which best value procurement is appropriate and any design work or other necessary preliminary professional services have been completed, the Contract Manager shall develop a draft Request for Proposals (“RFP”). The draft RFP shall set forth the evaluation criteria that will be used to evaluate proposals along with the relative weight of price and other selection criteria. Each RFP shall also contain a draft contract for the Capital Enhancement. Templates for use in preparing the RFP and draft contracts are included in Exhibit A to this policy.



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 5 of 10

Pursuant to Minn. Stat, § 16C.28, subd. 1b, best value criteria may include, but are not limited to:

- (1) the quality of the vendor's or contractor's performance on previous projects;
- (2) the timeliness of the vendor's or contractor's performance on previous projects;
- (3) the level of customer satisfaction with the vendor's or contractor's performance on previous projects;
- (4) the vendor's or contractor's record of performing previous projects on budget and ability to minimize cost overruns;
- (5) the vendor's or contractor's ability to minimize change orders;
- (6) the vendor's or contractor's ability to prepare appropriate project plans;
- (7) the vendor's or contractor's technical capacities;
- (8) the individual qualifications of the vendor's or contractor's key personnel; or
- (9) the vendor's or contractor's ability to assess and minimize risks.

If changes are made to the criteria listed in Minn. Stat, § 16C.28, subd. 1b, the Board will revise its Procurement Policy and these procedures accordingly. Each best value procurement will require the services of a Technical Review Committee ~~made~~ to review proposals. The Contract Manager shall determine the persons he or she proposes to have serve as members of the Technical Review Committee.

The Contract Manager shall submit the draft RFP for a given project along with the names of the persons proposed as members of the Technical Review Committee to the Chair and the Executive Director for review and approval. The submission shall be made using the attached Form BE. The Chair and the Executive Director, or a person designated by him or her, shall review the draft RFP and the proposed members of the Technical Review Committee and shall then either deny or approve the proposed solicitation. The Chair and the Executive Director may choose to engage consultants to serve on Technical Review Committees. Any related procurements of professional services must be carried out pursuant to the Procurement Policy and applicable law. The Chair and the Executive Director's approvals or denials, and appointment of persons to Technical Review Committees shall be provided on attached Form BE.

If a proposed RFP and/or proposed members of a Technical Review Committee are denied, the Contract Manager shall take account of the reasons provided by the Executive Director for such denial and shall revise and resubmit, if appropriate.

2. Solicitation and Review of Responses



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 6 of 10

Once an RFP has been approved, the Contract Manager shall solicit proposals from the marketplace by having the RFP posted on the Authority’s website and published in the State Register. In addition, the Contract Manager may also publish the RFP in additional sources, such as trade journals or industry websites, and/or he or she may directly contact vendors who may be interested in submitting proposals. All proposals which are received shall be evaluated as set forth in the RFP and as required by the Procurement Policy and applicable law. Once a Technical Review Committee has evaluated all proposals and determined through its scoring which proposal presents the best value, the Contract Manager shall carry out any necessary or appropriate final negotiations regarding contract terms with the proposer which provided the best value proposal.

If the Contract Manager determines after the solicitation process that the price offered by the best value proposer exceeds the budget for the project (or is likely to), then he or she shall notify the [Chair and the Executive Director](#) who ~~may shall~~ submit the matter for consideration by the Board at its next regularly scheduled meeting at which time the Board may direct the Executive Director to move forward with the Capital Enhancement after approving an additional funding source, cancel or postpone the Capital Enhancement, or reduce the scale of the Capital Enhancement. ~~If the best value proposal for a Capital Improvement designated by the Team pursuant to the Use Agreement has come in over budget, the matter shall be brought to the Board to either cancel the procurement or approve an additional funding source.~~ Any resolution that does not result in the project proceeding with an approved additional funding source will require the Contract Manager to cancel the solicitation and, if the project is still to move forward in some form, issue a new RFP following the procedures set forth above.

3. Contracting

After completion of any contractual negotiation that followed the best value solicitation process, the Contract Manager shall present the proposed final contract for approval by the Board. If the Board approves the contract, said approval shall be noted in the meeting minutes and by the Board Chair on Form [CD](#). The contract for the project shall then be executed by the [Chair and the Executive Director](#) ~~and/or the Chair on behalf of the Authority~~ consistent with the Procurement Policy.

E. Sealed Bidding

1. Development and Approval of Notice



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 7 of 10

All notices that the Authority is inviting competitive bids for Major Projects shall be published in both the State Register and on the Authority's website. In addition, the Contract Manager may also publish in additional sources, such as trade journals or industry websites, and/or directly contact vendors who may be interested in bidding. Each notice of requests for competitive bids shall contain the following:

- A description of the project or purchase being sought.
- The availability and location of specifications.
 - The specifications shall include the requirements for bid bonds, payment and performance bonds, and insurance.
 - The specifications shall also include, or incorporate by reference, any and all requirements resulting from the Authority's Equity Plan (discussed below).
- Bid requirements (including sealed bids, or any accompanying security).
- Where the bids must be submitted.
- The deadline for submitting bids.
- The time and place of the bid opening.
- Two or more persons who will be present for the opening who may be identified by job title or role.
- As applicable, a statement indicating that the Authority may delay the award until certain events occur.
- A statement indicating that the Authority may waive minor informalities or irregularities.
- A statement indicating that the Authority reserves the right to reject all bids submitted.

The Contract Manager shall prepare a proposed invitation for competitive bids, publication plan, and set of drawings and specifications for each Major Project which is being put out for competitive bidding. The specifications shall contain a proposed contract for the project. Templates for the proposed invitation for bids and the contracts are included in Exhibit A to this policy. The bid materials shall be submitted for approval by the [Chair and the Executive Director](#) using Form E. The Executive Director, or a person designated by him or her, shall review the proposed notice, publication plan, and set of specifications and shall then either deny or approve the proposed solicitation.

If a proposed notice and/or proposed specifications are denied, the Contract Manager shall take account of the reasons provided by the Executive Director for such denial and shall revise and resubmit, if appropriate.



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 8 of 10

2. Opening and Tabulation of Bids

The Contract Manager shall bring all sealed bids to the MSFA's offices and then open them at the time designated in the published notice in the presence of those persons indicated in the published notice, including the [Chair, the](#) Executive Director or his or her designee. After the bids have been opened, the Contract Manager shall review the bids and investigate their compliance with the specifications, the prices quoted, their reasonableness, and the responsibility of the bidders. Determining whether a bidder is responsible includes considerations of financial responsibility, integrity, skill, and the likelihood of performing faithful and satisfactory work, including the likelihood that a bidder will make a good faith effort to comply with the requirements of the Equity Plan discussed below. Promptness can also be considered in determining whether a bidder is responsible. The lowest responsible bidder's bid must conform to the specifications and no material changes to the bids or specifications may be made once the bids have been opened.

Based on the results of his or her tabulation and investigation, the Contract Manager shall determine which bidder he or she believes provided the lowest responsible bid, and shall report the results of the tabulation and investigation at the next regularly scheduled Board meeting using Form [EF](#). ~~If the lowest responsible bid exceeds the budgeted cost for a project, including a Capital Improvement designated by the Team pursuant to the Use Agreement, the matter shall be brought to the Board to either reject all bids or approve an additional funding source.~~

At the meeting during which the bids are considered, the Board may direct the Contract Manager and Executive Director to either move forward with the Project by contracting with the lowest responsible bidder or to reject all bids. The Board may reach its own conclusion regarding which bidder is the lowest responsible bidder as the question of whether a bidder is responsible requires some consideration of subjective factors. The Board's decisions shall be recorded in the minutes and also provided on Form [FE](#) by the Chair.

3. Contracting

No material variations to a draft contract that benefit the bidder are allowed once the bids have been opened. Accordingly, further approval from the Board is not necessary once a lowest responsible bidder has been determined by the Board. The Contract Manager shall communicate with the lowest responsible bidder regarding any minor, non-material changes needed to finalize the contract, and shall then prepare the final contract for signature by the [Chair and the](#) Executive Director and/or Chair on behalf of the Authority. The final contract shall be presented for



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 9 of 10

execution using Form [FG](#). As noted on Form [FG](#), the Contract Manager shall provide a red-lined version comparing the version of the contract presented for execution and the version provided to bidders demonstrating that no material changes have been made.

F. Joint Purchasing Agreements

The Authority has the ability to enter into *Joint Purchasing Agreements* with other governmental units as provided for in Minn. Stat. § 471.59. Procurement's made through *Joint Purchasing Agreements* will satisfy the Authority's competitive procurement requirements, including those set forth above. Under such agreements, a governmental unit solicits bids and/or proposals and then enters into a contract with a vendor under which other parties to the joint purchasing agreement may order. The competitive process used by the other governmental unit to obtain the pricing and terms for the contract in question satisfies the competitive procurement requirements for micro, small, and even major purchases, but purchasing under a Joint Purchasing Agreement may not be allowed by law for certain types of procurements and the Contract Manager should consult with the Authority's legal counsel before beginning a Joint Purchasing Agreement procurement.

If the Purchasing Manager proposes that a major purchase of \$250,000 or less be made through a Joint Purchasing Agreement, rather than by having the Authority itself conducting a sealed bidding or best value process, then the proposed purchase shall be submitted to the [Chair and the](#) Executive Director for approval using attached Form [HG](#). If the proposed purchase is going to exceed \$250,000, then it shall be presented to the Board for approval, also using Form [GH](#), and such approval shall be noted in the meeting minutes and by the Chair on Form [GH](#).

G. Professional Services

A competitive process is required when contracting for professional services for more than \$~~17500~~,000 such as those provided by engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or other professional training, unless otherwise determined by the Board. . Although it is not required by statute, the [Chair and the](#) Executive Director may [jointly](#) determine that the procedures set forth herein for best value procurements shall be followed when contracting for professional services in excess of \$~~17500~~,000 for Capital Enhancements. Any Small Purchases or Micro Purchases of professional services shall be conducted using the procedures set forth above for those categories.

H. Equity Plan



MINNESOTA SPORTS FACILITIES AUTHORITY
PROCEDURES FOR POLICY COMPLIANCE

SUBJECT:	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
Procedures for Planning and Procurement of Capital Enhancements	003	03/10/2017	09/17/2020 <u>06/21/2023</u>	Page 10 of 10

Pursuant to Minn. Stat. § 473J.12, in the operation, maintenance, capital repair, replacement, and improvement of the stadium and stadium infrastructure the Authority is required to “make every effort to employ” and cause its vendors “to employ” women and members of minority communities. Accordingly, the Board has adopted an equity plan, a copy of which is attached hereto as Exhibit B and incorporated into these procedures. In carrying out the responsibilities set forth in these procedures, the Executive Director, the Contract Manager, Authority Staff, and all employees, consultants or contractors of the Authority involved in procurement are to comply with the requirements of the Equity Plan.



MINNESOTA SPORTS FACILITIES AUTHORITY

Form A

Individual Capital Projects Requiring Board Approval

Project Title:

Project Description (attach other documents or pages as appropriate):

Need Served by Project (attach other pages as appropriate):

Proposed Budget:

Proposed Project Timeline:

Submitted By:

Executive Director, Minnesota Sports Facilities Authority

Date

Approved by Authority on _____

Chair, Minnesota Sports Facilities Authority



MINNESOTA SPORTS FACILITIES AUTHORITY

Form BA

Micro Purchases and Small Purchases

Purchase Title:

Purchase Description (attach any purchase orders or contracts):

Method Used to Obtain Pricing, Quotations, Bids, or Proposals (if Joint Purchase Agreement, note which agreement):

Purchase Amount:

Contract Manager

Date

Proposed Small Purchase or Micro Purchase is Approved or Not Approved

MSFA Chair

MSFA Executive Director

Date

Date

Reason for any denials:



MINNESOTA SPORTS FACILITIES AUTHORITY

Form [EB](#)

Best Value – RFP Approval Request

Project Title:

Attach complete text of proposed RFP to this form. If some portion of the RFP or exhibits or attachments thereto are too bulky or otherwise inappropriate for attachment, submit such documents on an attached drive or provide a site from which they may be downloaded.

Names of persons proposed as members of the Technical Review Committee:

Provide CVs or resumes of proposed Technical Review Committee members if proposing persons not already known to the Executive Director.

Contract Manager

Date

Draft RFP is Approved or Not Approved

Proposed Technical Review Committee Members are Approved or Not Approved



MINNESOTA SPORTS FACILITIES AUTHORITY

Form GH

Major Purchase Using a Joint Purchasing Agreement

MSFA Chair

MSFA Executive Director

Date _____

Date

Reason for any denials:



MINNESOTA SPORTS FACILITIES AUTHORITY

Form CD

Best Value – Contract Approval

Project Title:

Attach completed/signed copies of Form A and Form C to show that the capital improvement project was approved by the Authority and the solicitation was reviewed and approved by the Executive Director.

Attach copy of proposed contract.

Submitted by:

Contract Manager

Date

Contract was Approved or Not Approved

MSFA Chair, Minnesota Sports Facilities Authority MSFA Executive Director

Date _____ Date _____

Reason for any denial:



MINNESOTA SPORTS FACILITIES AUTHORITY

Form [GH](#)

Major Purchase Using a Joint Purchasing Agreement



MINNESOTA SPORTS FACILITIES AUTHORITY

Form DE

Sealed Bidding – Approval of Notice of Opportunity to Bid

Project Title:

Attach complete set of proposed specifications and text of proposed notice to this form. If set of specifications is too bulky and/or cannot be appropriately printed (as may be the case, for example, with construction design documents) then provide the specifications on a drive submitted with the form or indicate a secure web location from which the specifications may be downloaded.

Describe plan for providing notice of the opportunity to bid:

Submitted by:

Contract Manager

Date

Proposed specifications, proposed notice, and notice plan are Approved or Not Approved

MSFA Chair

Executive Director

Date

Date

Reason for any denials:



MINNESOTA SPORTS FACILITIES AUTHORITY

Form EF

Sealed Bidding – Lowest Responsible Bidder

Project Title:

Attach summary of results of tabulation and investigation of bids.

Attach copy of form of contract provided with specifications.

The Contract Manager believes the following firm is the lowest responsible bidder:

Submitted by:

Contract Manager

Date

Authority Board determined that _____ is the lowest responsible bidder.

OR

Authority Board has decided to reject all bids.

MSFA Chair, Minnesota Sports Facilities Authority _____ MSFA Executive Director



MINNESOTA SPORTS FACILITIES AUTHORITY

Form FG

Sealed Bidding – Contract Approval

Project Title:

Attach completed/signed copies of Form A, Form E, and Form F to show that the capital improvement project was approved by the Authority, the bidding process was reviewed and approved by the Executive Director, and the determination of the lowest responsible bidder was made by the Board.

Attach copy of proposed contract and a red-line showing all changes between the version presented with this form and the one provided with the specifications. The red-line should demonstrate that no material changes have been made.

Submitted by:

Contract Manager

Date

Contract has been executed on _____

MSFA Chair
Minnesota Sports Facilities Authority

MSFA Executive Director,



MINNESOTA SPORTS FACILITIES AUTHORITY

Form [GH](#)

Major Purchase Using a Joint Purchasing Agreement



MINNESOTA SPORTS FACILITIES AUTHORITY

Form GH

Major Purchase Using a Joint Purchasing Agreement

Purchase Title (attach any purchase orders or contracts):

Purchase Description:

Joint Purchase Agreement in Question:

Reason for Using Joint Purchase Agreement:

Purchase Amount:

Contract Manager

Date

Proposed Purchase is Approved or Not Approved (approval must come from the Board if the proposed purchase is in excess of \$250,000, and in such cases the signature below must come from the Chair of the Board)



MINNESOTA SPORTS FACILITIES AUTHORITY

Form GH

Major Purchase Using a Joint Purchasing Agreement

MSFA Chair
Minnesota Sports Facilities Authority

MSFA Executive Director ~~or Chair~~,

Date _____

Date



MEMORANDUM

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Director of Finance

DATE: June 21, 2023

SUBJECT: 2022-2023 Capital Reserve Budget Amendment #2

On June 16, 2022, the Authority adopted the 2022-2023 Capital Reserve budget. The original budget included Capital Reserve Revenues of \$3,614,181 and Capital Reserve Expenses of \$5,334,952. Then on January 26, 2023, the Authority approved Budget Amendment #1 which increased the Capital Reserve Expense budget from \$5,334,952 to \$7,946,553, an increase of \$2,611,601 for additional capital projects that were identified by ASM Global.

In May 2023 Minnesota Governor Walz signed the 2023 Tax Bill that appropriated \$15,700,000 from the State of Minnesota general fund to the Commissioner of Minnesota Management and Budget (MMB) who then allocated the funds to the Minnesota Sports Facilities Authority for the Secured Perimeter Project at U.S. Bank Stadium. This funding was needed to construct and install the K12 crash rated permanent anti-ram/anti climb fencing, wedge barriers, and custom bollards on the north, east and south sides of U. S. Bank stadium.

The Authority accepts the funding contribution of \$15,700,000 from the State of Minnesota for the Secured Perimeter Project-Phase 1. Payment from MMB is anticipated to be received by June 30, 2023. This new funding requires an increase of \$15,700,000 in the Authority’s Capital Reserve Revenue budget and the Capital Reserve Expense budget.

	Original Budget	Amendment #1	Amendment #2	Amended Budget
Capital Reserve Revenues	\$3,614,181	-	\$ 15,700,000	\$19,314,181
Capital Reserve Expenses	(\$5,334,952)	(\$2,611,601)	(\$15,700,000)	(\$23,646,553)
Net Income/(loss)	(\$1,720,771)	(\$2,611,601)	-	(\$ 4,332,372)
Transfer In	<u>\$5,000,000</u>	-	-	<u>\$ 5,000,000</u>
Change in account balance	<u>\$3,279,229</u>	<u>(\$2,611,601)</u>	-	<u>\$667,628</u>
Beginning account balance	<u>\$20,834,177</u>	-	-	<u>\$20,834,177</u>
Ending account balance	<u>\$24,113,406</u>	<u>(\$2,611,601)</u>	-	<u>\$21,501,805</u>

Recommended Motion:

The Minnesota Sports Facilities Authority accepts funding of \$15,700,000 from the State of Minnesota for the Secured Perimeter Project-Phase 1, and the Authority approves an increase of \$15,700,000 to the 2022-2023 Capital Reserve Revenue Budget and an increase of \$15,700,000 to the Capital Reserve Expense Budget. The total Capital Reserve Revenue Budget will increase to \$19,314,181 and the total Capital Reserve Expense Budget will increase to \$23,646,553.



MEMORANDUM

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Director of Finance

DATE: June 21, 2023

SUBJECT: 2023-2024 Operating and Capital Budget

The 2023-2024 Operating and Capital Budget for the fiscal period from July 1, 2023 through June 30, 2024 is attached. This budget includes the Operating account, Capital Reserve account, and the Concession Capital Reserve account. A narrative that discusses the budgeted revenues, expenses, and transfers for each account, a capital projects list, and a concession capital projects list are also included in this budget document.

Recommended Motion:

The Minnesota Sports Facilities Authority adopts the attached 2023-2024 Operating and Capital Budget for the fiscal period July 1, 2023 through June 30, 2024 for the Operating account, the Capital Reserve account, and the Concession Capital Reserve account. The Authority authorizes the Chair and the Executive Director to make adjustments to the detailed revenue and expense budget lines within the Operating account budget and to adjust the project budgets within the Capital Reserve Project budget and Concession Capital Reserve Project budget.





2023-2024 OPERATING AND CAPITAL BUDGET

U.S. Bank Stadium will begin its eighth year of operations on July 1, 2023. Attached is the Fiscal Year 2023-2024 Operating and Capital Budget for the period from July 1, 2023 through June 30, 2024. The budget includes three accounts, the operating account, capital reserve account, and concession capital account. Highlights of each account are discussed below.

OPERATING ACCOUNT

Operating Revenues

Budgeted revenues for the operating account consist of the following four revenue sources:

State of Minnesota operating revenues	\$ 7,362,000
Minnesota Vikings operating revenues	\$10,453,928
Stadium operating revenues-ASM	\$31,058,892
Miscellaneous revenues	\$ 64,200
Total Operating Revenues	<u>\$48,939,020</u>

Operating Expenses

Budgeted expenses for the operating account include:

Personal services	\$ 855,180
Professional services	\$ 1,341,154
Supplies and network support costs	\$ 131,453
Stadium contractual commitments	\$ 836,888
Insurance	\$ 421,532
Miscellaneous expense	\$ 660,436
Stadium operating expenses-ASM	<u>\$40,705,637</u>
Total Operating Expenses	<u>\$44,952,280</u>

Personal Services

The personal services budget includes the Chair's salary and the salaries and benefits for the full-time MSFA employees. Employee benefits include health insurance, dental insurance, long-term disability insurance, life insurance, and retirement benefits from Minnesota State Retirement System. Worker's compensation insurance is also included in this category.

Professional Services

Professional services include a variety of professional consulting services. The MSFA will continue to utilize the services of professional consultants for the following services:

- Auditing Services
- Communication and Public Relations Services
- Document Management Consulting
- Human Resources Consulting
- Legal services and Legislative Representation

Stadium Contractual Commitments

The stadium's contractual commitments and leases include costs related to securing parking as required in the Stadium Act. The MSFA also has a long-term lease with Hennepin County for use of the Hennepin County Medical Examiner space for the U.S. Bank Stadium Plaza area.

Insurance

Insurance includes commercial general liability, excess liability, automobile and garage keepers' liability, public officials and employment practices liability, crime insurance, cyber liability, and terrorism insurance.



Miscellaneous

Miscellaneous expenses include a variety of smaller expenses: travel, meetings and training expenses, postage expenses, MSFA board member expenses, license and inspection fees, and bank fees.

Nonoperating revenues

Nonoperating revenues include the following:

Revenues - Investment income	<u>\$ 1,080,000</u>
------------------------------	---------------------

Transfer

Budgeted transfers include a transfer to the Capital Reserve account of \$7,000,000 to fund various capital projects for improvements and/or upgrades to U.S. Bank Stadium.

Transfer to the Capital Reserve account	<u>(\$ 7,000,000)</u>
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Account Balance

Beginning Operating account balance	\$24,754,077
Change in account balance	<u>(1,933,260)</u>
Ending Operating account balance	<u>\$22,820,817</u>

CAPITAL RESERVE ACCOUNT

Capital Reserve Revenues

The capital reserve account has the following budgeted revenues:

Minnesota Vikings capital cost payment	\$1,900,155
State of Minnesota/City of Minneapolis capital payment	\$1,841,000
State of Minnesota/City of Minneapolis excess sales tax	<u>\$1,755,548</u>
Total Capital Reserve Revenues	<u>\$5,496,703</u>

- Per the terms of the Stadium Use Agreement between the MSFA and the Minnesota Vikings Football Stadium, LLC, they were required to contribute \$1,500,000 to the MSFA beginning in 2016, and this amount increases annually by 3%.
- Per Minnesota Statute, 473J.12, subd.4 the State of Minnesota /City of Minneapolis were required to contribute \$1,500,000 to the MSFA beginning in 2016, and this amount increases annually by an adjustment factor.
- Per the 2023 Tax Bill, the MSFA must use the City of Minneapolis excess sales tax revenues for capital repairs, replacements, and improvements for the stadium or stadium infrastructure. Beginning in Fiscal Year 2022-2023 the MSFA recognized the excess sales tax revenues in the Capital Reserve account.

Capital Reserve Expenses

The 2022-2023 capital reserve account budget included projects that will not be completed by year-end. Therefore, the budget for capital project commitments of \$16,227,499 at June 30, 2023 needs to be rolled forward. The roll forward amount also includes the roll forward amount for the Secured Perimeter Project of \$15,137,184. In addition, the 2023-2024 budget has a capital plan of \$9,482,912 for new capital projects. Following this narrative is a list of the capital projects.

Capital Budget Roll Forward	\$16,227,499
New Capital Reserve Projects	<u>\$ 9,482,912</u>
Total Capital Reserve Expenses	<u>\$25,710,411</u>



Transfer

Transfer from the Operating account	<u>\$7,000,000</u>
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Account Balance

Beginning Capital Reserve account balance	\$40,648,151
Change in account balance	<u>(13,213,708)</u>
Ending Capital Reserve account balance	<u>\$27,434,443</u>

CONCESSION CAPITAL RESERVE ACCOUNT

Concession Capital Reserve Revenues

Aramark Sports and Entertainment provides catering and concession services at U.S. Bank Stadium, and they are obligated to pay 2.5% of gross sales to the MSFA on a monthly basis for deposit into the concession capital reserve account. These funds are designated for concession related capital projects as described below.

Concession Capital Reserve Revenues	<u>\$ 800,000</u>
--	-------------------

Concession Capital Reserve Expenses

The 2023-2024 budget has a concession capital plan of \$655,674 for 11 new projects. Following this narrative is a list of concession capital projects.

New Concession Capital Reserve Projects	<u>\$ 655,674</u>
Total Concession Capital Reserve Expenses	<u>\$ 655,674</u>

Account Balance

Beginning Concession Capital Reserve account balance	\$ 1,733,393
Change in account balance	<u>144,326</u>
Ending Concession Capital Reserve account balance	<u>\$ 1,877,719</u>

BUDGET CHANGE AUTHORITY

The MSFA funds the cost of operations, capital improvements and concession capital improvements from current resources and the reserve account balances.

The Chair and Executive Director have the authority to make line-item budget adjustments within an account and to establish and adjust project budgets in the capital reserve and concession capital reserve account.

**YEAR 2023-2024 BUDGET
Operating Account, Capital Reserve Account, Concession Capital Reserve Account
July 1, 2023 to June 30, 2024**

Operating Account	Original Budget 2023	Amend #1 Budget 2023	Amend #2 Budget 2023	Projection 7/1/22-6/30/23	Recommended Budget 2023 - 2024
Revenues:					
Stadium operating payments					
State of Minnesota/City of Minneapolis operating payment	\$ 7,077,482	\$ 7,077,482	\$ 7,077,482	\$ 7,285,643	\$ 7,362,000
Minnesota Vikings operating payment	\$ 10,149,445	\$ 10,149,445	\$ 10,149,445	\$ 10,149,445	\$ 10,453,928
Stadium operating revenue-ASM Global	\$ 24,402,296	\$ 24,402,296	\$ 24,402,296	\$ 24,402,296	\$ 31,058,892
Miscellaneous revenues	\$ 64,200	\$ 64,200	\$ 64,200	\$ 587,040	\$ 64,200
Total operating revenues	\$ 41,693,423	\$ 41,693,423	\$ 41,693,423	\$ 42,424,424	\$ 48,939,020
Expenses:					
Personal services	\$ 806,081	\$ 806,081	\$ 806,081	\$ 649,574	\$ 855,180
Professional services	\$ 1,319,763	\$ 1,319,763	\$ 1,319,763	\$ 980,117	\$ 1,341,154
Supplies and network support	\$ 111,731	\$ 111,731	\$ 111,731	\$ 104,428	\$ 131,453
Stadium contractual commitments	\$ 798,619	\$ 798,619	\$ 798,619	\$ 1,051,221	\$ 836,888
Insurance	\$ 350,990	\$ 350,990	\$ 350,990	\$ 350,990	\$ 421,532
Miscellaneous	\$ 472,636	\$ 472,636	\$ 472,636	\$ 110,972	\$ 660,436
Stadium operating expenses-ASM Global	\$ 34,352,761	\$ 34,352,761	\$ 34,352,761	\$ 34,352,761	\$ 40,705,637
Total operating expenses	\$ 38,212,581	\$ 38,212,581	\$ 38,212,581	\$ 37,600,063	\$ 44,952,280
Operating income/(loss)	\$ 3,480,842	\$ 3,480,842	\$ 3,480,842	\$ 4,824,361	\$ 3,986,740
Nonoperating Revenues/(Expenses):					
Revenues-Investment earnings	\$ 12,000	\$ 12,000	\$ 12,000	\$ 892,415	\$ 1,080,000
Stadium costs-project	\$ -	\$ -	\$ -	\$ (2,912)	\$ -
Total nonoperating revenues/(expenses)	\$ 12,000	\$ 12,000	\$ 12,000	\$ 889,503	\$ 1,080,000
Net Income/(loss) before transfers	\$ 3,492,842	\$ 3,492,842	\$ 3,492,842	\$ 5,713,864	\$ 5,066,740
Transfers:					
Transfer to Capital Reserve fund	\$ (5,000,000)	\$ (5,000,000)	\$ (5,000,000)	\$ (5,000,000)	\$ (7,000,000)
Change in Account Balance	\$ (1,507,158)	\$ (1,507,158)	\$ (1,507,158)	\$ 713,864	\$ (1,933,260)
Beginning Operating Account Balance	\$ 24,040,213	\$ 24,040,213	\$ 24,040,213	\$ 24,040,213	\$ 24,754,077
Ending Operating Account Balance	\$ 22,533,055	\$ 22,533,055	\$ 22,533,055	\$ 24,754,077	\$ 22,820,817
Capital Reserve Account					
Revenues:					
Minnesota Vikings Capital Cost payment	\$ 1,844,811	\$ 1,844,811	\$ 1,844,811	\$ 1,844,811	\$ 1,900,155
State of Minnesota/City of Minneapolis Capital payment	\$ 1,769,370	\$ 1,769,370	\$ 1,769,370	\$ 1,821,411	\$ 1,841,000
State of Minnesota/City of Minneapolis Sales tax	\$ -	\$ -	\$ -	\$ 1,088,771	\$ 1,755,548
State of Minnesota-MMB Allocation Secured Perimeter Project	\$ -	\$ -	\$ 15,700,000	\$ 15,700,000	\$ -
Other	\$ -	\$ -	\$ -	\$ 38,175	\$ -
Total revenues	\$ 3,614,181	\$ 3,614,181	\$ 19,314,181	\$ 20,493,168	\$ 5,496,703
Capital Expenses:					
Net Income/(loss) before transfers	\$ (1,720,771)	\$ (4,332,372)	\$ (4,332,372)	\$ 14,813,974	\$ (20,213,708)
Transfers:					
Transfer from Operating Account	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 7,000,000
Change in Account Balance	\$ 3,279,229	\$ 667,628	\$ 667,628	\$ 19,813,974	\$ (13,213,708)
Beginning Capital Reserve Account Balance	\$ 20,834,177	\$ 20,834,177	\$ 20,834,177	\$ 20,834,177	\$ 40,648,151
Ending Capital Reserve Account Balance	\$ 24,113,406	\$ 21,501,805	\$ 21,501,805	\$ 40,648,151	\$ 27,434,443
Concession Capital Reserve Account					
Revenues:					
Concession Capital Reserve payment	\$ 800,000	\$ 800,000	\$ 800,000	\$ 951,902	\$ 800,000
Total revenues	\$ 800,000	\$ 800,000	\$ 800,000	\$ 951,902	\$ 800,000
Concession Capital Expenses:					
Net Income/(loss) before transfers	\$ 540,878	\$ 540,878	\$ 540,878	\$ 702,139	\$ 144,326
Transfers:					
Transfer to Capital Reserve Account	\$ -	\$ -	\$ -	\$ -	\$ -
Change in Account Balance	\$ 540,878	\$ 540,878	\$ 540,878	\$ 702,139	\$ 144,326
Beginning Concession Capital Reserve Account Balance	\$ 1,031,254	\$ 1,031,254	\$ 1,031,254	\$ 1,031,254	\$ 1,733,393
Ending Concession Capital Reserve Account Balance	\$ 1,572,132	\$ 1,572,132	\$ 1,572,132	\$ 1,733,393	\$ 1,877,719

* Note: Blue highlighted number fields indicate amended amounts.

Budget 2023-2024

July 1, 2023 - June 30, 2024

2023-2024 Capital Reserve Projects List - Capital Reserve Account

	Project Name	Budget	Project Description
CAPITAL RESERVE BUDGET ROLL FORWARD:			
	<u>Major Projects:</u>		
	Secure Perimeter - Phase 1	\$ 15,137,184	
	<u>Other Projects:</u>		
	Audio System-Field speakers project	\$ 545,065	
	JOC-Flooring project	\$ 14,714	
	Operable Doors project	\$ 133,116	
	IPTV Project	\$ 20,152	
	Chicago Ave. cabinet replacement project	\$ 16,575	
	Consulting services for Turf replacement project	\$ 61,100	
	Material Handling Vehicles project	\$ 117,836	
	Eaton Battery Replacement project	\$ 81,244	
	Square D Deficiency Repairs project	\$ 12,529	
	Avigilon Access Control project	\$ 81,900	
	Data Center work bench	\$ 6,084	
	Subtotal Roll Forward	\$ 16,227,499	
CAPITAL RESERVE PROJECTS:			
Item 2 - Security			
2.01	JOC/SOC Remodel	\$ 300,000	Update the layout, flooring, and furniture in the JOC and SOC.
2.02	Video Surveillance - Cameras	\$ 25,000	Replace failed cameras and add new cameras to the Stadium
Item 3 - Technology			
3.01	Server Upgrade	\$ 400,000	Replace end of life server infrastructure in the Stadium.
3.02	Lumen Firewall - Year 3 of 5	\$ 146,000	Payments for firewall project - year 3 of 5.
3.03	Suites and Guest Experience Equipment	\$ 350,000	Replacement of Suites iPads and Guest Experience iPads. Apple does not support these devices.
3.04	Hardware Upgrade	\$ 350,000	Replace end of life hardware equipment on stadium site. Current hardware needs to be upgraded.
Item 4 - Production & A/V			
4.01	Display Monitors	\$ 40,000	Replace failed displays throughout the Stadium.
4.02	Pre Rig Points	\$ 250,000	Add rigging points to Truss to assist with multiple events.
4.03	CG 1 & 2 Computer Replacement	\$ 50,000	Character generator equipment update.
4.04	Polaris Club Projector and Screen Replacement	\$ 50,000	Polaris Club projector and screen have failed and need to be replaced.
Item 5 - Electrical			
5.01	Lighting Fixtures	\$ 350,000	Update and replace outdated fixtures throughout the Stadium.
5.02	Cable Ramps and Electrical Cables	\$ 35,000	Need additional cable ramps and electrical cables for events.
5.03	Substation Power Quality Review	\$ 40,000	Electrical analysis of Substation equipment.
Item 8 - General Building			
8.01	Turf Replacement	\$ 1,352,000	Turf replacement - Entire system needs to be replaced including baseball outfield panels.
8.02	Snow Gutter Concrete Chamfer Repair	\$ 270,000	Repair damaged concrete chamfer at base of snow gutter walls.
8.03	Bowl Exhaust fan platform	\$ 535,000	Engineer and install platform for access to perform maintenance on the bowl exhaust fans.
8.04	Signage	\$ 1,500,000	Signage for stadium.
8.05	Admin Entrance Refresh	\$ 150,000	Enhance administration entrance with a new layout and new furniture.
Item 9 - Site			
9.01	DTE Ramp Repairs	\$ 516,215	Ramp repairs.
9.02	Stadium Ramp Repairs	\$ 128,697	Ramp repairs.
9.03	Plaza and Seven Seas Monument Repairs	\$ 200,000	Repairs to pavers on the Plaza pavers and to the Seven Seas Monument.
9.04	Plaza Handrail Replacement	\$ 25,000	Handrails on the plaza have been partially removed and need to be replaced.
Item 12 - Specialty Items and Systems			
12.01	Atmos Air	\$ 145,000	Atmos Air/Biostar annual lease payment.
12.02	Pipe & Drape	\$ 15,000	Additional pipe and drape is needed for concerts and events.
12.03	Snow Melter	\$ 700,000	Portable snow melter to eliminate winter season off-site snow removal.
12.04	Replace Walk Off Mats	\$ 45,000	Replace mats at Legacy Gate.
12.05	Darkening Solution	\$ 1,000,000	Darkening Solution adjustments.
Item 13 - Vehicles			
13.01	Security Golf Cart	\$ 15,000	Replace cart used by Security team. Current cart is end of life.
Item 16 - Emergency Capital Repairs and Unspecified Projects			
16.01	Emergency Capital Repair and Unspecified Projects	\$ 500,000	Contingency for emergency expenses and unspecified projects.
	Total New Capital Reserve Projects	\$ 9,482,912	
	GRAND TOTAL CAPITAL RESERVE PROJECTS	\$ 25,710,411	

Budget 2023-2024

July 1, 2023 - June 30, 2024

2023-2024 Concession Reserve Capital Projects List - Concession Capital Reserve Account

	Project Name	Budget	Project Description
CONCESSION CAPITAL PROJECTS:			
1.01	Ice Machines	\$ 22,788	Replacement of 3 large ice machines that are at end of life (Stand 122, 134, FMP Club)
1.02	Medtronic Beer Cooler	\$ 62,000	Install of new beer system in Medtronic Club.
1.03	Portable Bars (6)	\$ 28,500	Additional portable bars for Premium Service Equipment (6).
1.04A	Beverage Market-Equipment	\$ 96,986	Coolers, Crowd Corrals, POS Units with Locks
1.04B	Beverage Market-Point of Sale	\$ 91,000	POS System: Mashgins (2)
1.04C	Beverage Market-Electrical/graphics	\$ 8,000	Graphics, Electrical
1.05	Portable Boos Board Carts with Electrical	\$ 10,400	Additional portable carts for Premium Service Equipment (4)
1.06	Beverage Dispensors (24)	\$ 24,000	Specialty beverage dispensors for Premium Service Equipment
1.07	Food Service Equipment & Enhancements	\$ 125,000	Concessions & Premium Spaces (smallwares, service displays)
1.08	Medtronic Food Serveries	\$ 175,000	Replacement of Farm Tables for Medtronic Club (semi permanent food action stations)
1.09	Grills	\$ 12,000	Installation of additional grills (Stand 118)
	Total Concession Reserve Capital Projects	\$ 655,674	
