



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Friday, March 15, 2019, 9:00 A.M.

Mill City Museum

710 South 2nd Street, Minneapolis, MN

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – January 18, 2019
3. BUSINESS
  - a. Action Items
    - i. **Approve Insurance Brokerage Services Contract**
    - ii. **Approve Amp Room Cooling Contract**
    - iii. **2018-2019 Capital Budget**
      - a. **Capital Reserve Project Budget**
      - b. **Concession Capital Reserve Project Budget**
    - iv. **Approve Integration of Operating and Capital Equity Plans**
    - v. **Approve Equity Advisor Contract**
    - vi. **Approve Artificial Playing Surface Contract**
  - b. Final Four Update
    - i. Facility Transformation
    - ii. Final Four Procurement
    - iii. Staffing
  - c. Executive Director Report
    - i. Information Technology Request for Proposal Update
    - ii. MSFA Website Update
    - iii. 5G Implementation Update
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – Friday, April 19, 2019 at U.S. Bank Stadium in the Medtronic Club
7. ADJOURNMENT

**\*Items in bold require action**



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes January 18, 2019 at 9:00 A.M.  
U.S. Bank Stadium Medtronic Club  
1005 South 4<sup>th</sup> Street  
Minneapolis, MN 55415

1. CALL TO ORDER

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:03 A.M.

2. ROLL CALL

Commissioners present: Chair Michael Vekich, Barbara Butts Williams, Tony Sertich, and Bill McCarthy

3. APPROVAL OF MEETING MINUTES – October 21, 2018. See, Exhibit A.

4. BUSINESS

a. Action Items

i. Approve Contract Amendment with Chicago Flyhouse

The MSFA entered into a contract on June 28, 2018 with Chicago Flyhouse to provide a darkening solution for U.S. Bank Stadium in an amount of \$1,257,425.10. The MSFA now wishes to amend the contract and increase the amount by \$186,870.00 for the addition of two acoustical curtains located on the east and west side windows, as well as additional bushel storage hampers. See, Exhibit B.

Commissioner McCarthy moved and Commissioner Butts Williams seconded the motion to approve the following recommended motion, which was unanimously adopted:

*The MSFA authorizes the Chair and Executive Director to amend the contract with Chicago Flyhouse for a total contract amount of \$1,444,295.10.*

## **ii. Election of Officers**

Chair Vekich asked the Board if they had any nominations for the Vice-Chair and the Secretary/Treasurer positions. Commissioner McCarthy nominated Commissioner Butts Williams for the Vice-Chair, and also nominated Commissioner Sertich as the Secretary/Treasurer. All the Commissioners supported his nominations, and the motion was adopted.

## **b. Report Items**

### **i. First Quarter Budget Report**

Ms. Fox-Stroman, Director of Finance at the MSFA, gave a report on the MSFA's first quarter budget. *See, Exhibit C.*

### **ii. U.S. Bank Stadium Event Update**

Patrick Talty, General Manager of SMG, provided the MSFA board with an update of events at U.S. Bank Stadium. Mr. Talty stated that the stadium closed out the year with a great Vikings season, and that his event day staff were praised by the fans for their friendliness and engagement. He stated that United Rentals held their annual event on the field, and that Aramark provided an excellent meal serving over 700 people. Buick also held an event at the stadium where the company honored their top sales representatives.

Mr. Talty then gave an update on the Final Four Tournament preparations. He stated that the event is only 70 days away, and that stadium officials and the NCAA are working out the fine details for the tournament. He noted that the NCAA does not have many consultants to prepare the stadium for the Final Four, and that the majority of the prep work is falling onto the stadium employees, which has kept

everyone very busy. Stadium officials are also working with the City of Minneapolis to figure out how to reduce traffic and make transportation to the stadium easier for all guests. Mr. Talty also stated that a big part of planning the Final Four is the cleaning in between days, as well as providing enough food for all the guests. Because the event is four days long, employees will have to clean the stadium overnight, as well as restock concession stands as it is estimated that each guest will eat roughly 2 meals throughout the day.

Mr. Talty also recognized Lisa Niess, the Marketing and Communications Manager at SMG, as won an award for being included in the “30 under 30” list.

Chair Vekich asked Mr. Talty if he has any concerns about the Final Four preparations, and Mr. Talty stated that there is nothing major that he worries about. His main concern is that the stadium does not forget any details regarding the preparation for the stadium, as there is a tremendous amount of build-out that is required, such as building the additional seating on the court, hanging the large score board, and all of the IT work that needs to be completed.

Chair Vekich asked Mr. Talty when the interior stadium preparations will begin, and also when the NCAA representatives will arrive in Minneapolis. Mr. Talty stated that the NCAA reps will arrive during the first week of March, and that interior set up will begin the last week of February.

### **iii. Executive Director’s Report**

Jim Farstad, Executive Director of the MSFA, reported that the darkening solution is well underway, and is almost complete. The majority of the hardware has been installed, and Bluemedia is now flying portions of the fabric across the ETFE for testing. Chicago Flyhouse recently installed their lifelines to ensure that their workers are safe when they begin hanging the curtains, and the curtain will begin the week of January 21st.

Mr. Farstad stated that in addition to the darkening solution, the MSFA is currently adding drink rails to the ADA seating for safety purposes, and that the main concourse’s rails will be completed and ready by the time the NCAA Final Four Tournament begins.

Commissioner McCarthy asked Mr. Farstad who is doing the work for the darkening solution, and Mr. Farstad stated that both Bluemedia and Chicago Flyhouse are bringing in level 3 climbers, who are very specialized and knowledgeable about the project. Commissioner McCarthy also inquired if the employees are tradesmen, and Mr. Farstad confirmed that they are. Commissioner Butts Williams asked Mr. Farstad if anyone from the City of Minneapolis is coming to the stadium to inspect the work, and Mr. Farstad stated that the city is coming into the stadium for inspection, and that the MSFA have been working with Steve Poor to insure all the work is up to code.

## 5. DISCUSSION

Chair Vekich stated that U.S. Bank Stadium and the city of Minneapolis are very fortunate to have been awarded the Super Bowl and the Final Four Tournament. He stated that these events are very complex, and that they take so much work, but it showcases that the stadium is prepared to handle any size and type of event. Chair Vekich then called upon Mr. Talty to discuss how hosting the Super Bowl and the Final Four has impacted the marketing for the stadium. Mr. Talty stated that the majority of stadiums are unable to host the Super Bowl or Final Four, and only few are able to host both. Because of the Super Bowl and Final Four, he stated that there has been very positive national press, and that many people now want to host an event at the stadium, such as annual meetings, conventions, concerts, and sporting games. Mr. Talty noted that ESPN's X-Games have signed an additional two years at the stadium, which has also put the stadium on a national stage.

Commissioner Sertich asked Mr. Talty if he could provide some details as to how the Final Four differed from the Super Bowl. Mr. Talty stated that the Final Four is a week-long event, unlike the Super Bowl. He noted that in some aspects the Final Four are more complex than the Super Bowl, because the building is being transformed into a basketball court, which is an event that the building wasn't designed for.

Commissioner McCarthy asked Mr. Talty what the total seating capacity will be for the Final Four, and Mr. Talty stated that it will be expanded up to 72,000.

6. PUBLIC COMMENTS

1. Constance Pepin:

Ms. Pepin addressed the MSFA to discuss the installation of the darkening solution curtains for the NCAA Final Four Tournament. She noted that the black curtains that are part of the window curtain system will increase glass reflectivity and, therefore, increase the amount of bird collisions. Ms. Pepin is also concerned that the blackout curtains will be used for more than just the Final Four Tournament, but for other events as well, which will create even more bird collisions. Because the curtains will be hung from mid-March to mid-June, she is concerned that it will have a great impact Spring migration, and she requested that the curtains not be kept in place in between events. She also requested and that the stadium not use the curtains for events during the Spring or Fall migration.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on February 15 2019, at Mill City Museum at 9 am. The address is: 710 South 2nd Street, Minneapolis, MN

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:45 A.M.

*Approved and adopted the 15<sup>th</sup> day of February 2019, by the Minnesota Sports Facilities Authority.*

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Tony Sertich, Secretary/Treasurer

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James Farstad, Executive Director



March 15, 2019

**MEMORANDUM**

TO: MSFA Members

FROM: James Farstad, Executive Director  
Mary Fox-Stroman, Director of Finance

SUBJECT: Authorize the Award of the Agreements for Insurance Broker Services for the Property and Casualty Insurance Program

On or before February 1, 2019 the Minnesota Sports Facilities Authority received three proposals in response to the request for proposals (RFP) for insurance brokerage services for the property and casualty program. The property and casualty insurance program includes the following insurance policies: auto and garage keepers' legal liability, crime, cyber/privacy liability, general and excess liability, property, public officials, and workers' compensation. The three proposals were reviewed and evaluated based on the criteria specified in the RFP.

Based on the proposal materials submitted staff recommends that the insurance brokerage services contract be awarded to CBIZ for the casualty insurance program for a negotiated annual fee of \$30,000 and WillisTowersWatson for the property insurance program for a negotiated annual fee of the lesser of a 10% commission of gross premium or a fee of \$48,500.

CBIZ and WillisTowersWatson have a partnership relationship and together they have been the MSFA's brokers since 2013.

***Recommended Motion: The Minnesota Sports Facilities Authority accepts the proposal for insurance brokerage services for the property and casualty insurance program and authorizes the Chair and the Executive Director to execute a professional services agreement with CBIZ for an annual fee of \$30,000 and a separate professional services agreement with WillisTowersWatson for an annual fee equal to the lesser of 10% commission on gross premium or \$48,500.***



March 15, 2019

**MEMORANDUM**

TO: MSFA Members

FROM: James Farstad, Executive Director

SUBJECT: Authorize the Award of the Amp Rooms Cooling Contract

On October 12, 2018, the MSFA authorized negotiation and execution of a contract with Harris Companies for the first phase of the amp room cooling project for \$135,000. The amp room has a large volume of equipment that emit heats during use. The maximum temperature of the room should not exceed 70° F to maximum usage of the equipment. In order to reduce the temperature in this room additional cooling units are needed. This project will reduce energy consumption costs.

Staff has subsequently determined that the entire project should be completed during this fiscal year for a total project cost of \$415,880.

**Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to execute a contract with Harris Companies for the amp room cooling project for a total cost of \$415,880.***



March 15, 2019

**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

SUBJECT: Approval of 2018 – 2019 Capital Project Budget

**Capital Reserve Account Budget and Plan**

The MSFA board approved the 2018-2019 Capital Reserve Account budget and plan at its June 28, 2018 meeting. This budget included total capital expenses of \$8,912,063.00. During the year the capital project plan was modified by the executive director and additional projects were added to the plan. Currently, there are 37 capital projects that are in progress or have been completed for a total budget of \$8,028,104.29.

Per Section 5.6(a)(ii) of the Use Agreement, the Team may designate \$750,000 per year over a five-year period in capital improvements to the stadium. The Team did not designate capital improvements for the stadium's first year of operations, however, six Team designated capital improvements were completed during the stadium's second year of operations for a total expense of \$114,998.00. This year thirteen Team designated capital projects have been completed for a total expense of \$373,958.71. Recently, the Team submitted a request for five additional Team designated capital improvements for a total expense of \$510,000.00 and recommended that these projects be completed by June 30, 2019 so that the improvements would benefit the Minnesota Vikings 2019 football season.

Attached is the 2018-2019 revised capital reserve project budget and plan.

**Recommended Motion: *The Minnesota Sports Facilities Authority approves the 2018-2019 revised capital reserve project plan and budget and approves inclusion of the Minnesota Vikings designated capital projects in the plan.***

**Minnesota Sports Facilities Authority**  
**Capital Reserve Account**  
**2018 - 2019 Revised Capital Reserve Account Project Plan**

**CAPITAL RESERVE ACCOUNT:**

<u>Item #</u>	<u>Project Description</u>	<u>Project Budget</u>
1	High speed overhead doors	\$ 102,600.00
2	MSFA conference room painting	\$ 1,142.00
3	Ticket office furniture - chairs	\$ 1,893.97
4	Televisions - attic stock	\$ 4,245.40
5	Restore plaza restrooms	\$ 57,100.00
6	Direct TV equipment and installation	\$ 17,131.72
7	Submetering in electrical room	\$ 61,023.22
8	Wayfinding sign cabinets	\$ 7,139.25
9	Wayfinding signage	\$ 4,007.81
10	SMG IT event vehicle	\$ 6,514.03
11	Power outlets outside law enforcement area	\$ 4,829.00
12	Tie in to Xcel meters	\$ 3,070.00
13	Partition walls elevator & cleaning	\$ 9,180.00
14	Signage services-additional stadium décor	\$ 26,377.02
15	Darkening Solution	\$ 5,200,000.00
16	Add monitoring sewage/sumps	\$ 23,877.00
17	Cleaning services offices furniture	\$ 5,162.48
18	Electrical services	\$ 71,361.25
19	Capital equity reporting	\$ 2,100.00
20	Advertising costs and delivery services	\$ 1,227.37
21	Pantry room cooling	\$ 76,450.00
22	AMP room cooling	\$ 415,880.00
23	Artificial playing surface	\$ 675,000.00
24	Artificial playing surface reserve	\$ 625,000.00
25	ADA platform/railings	\$ 207,842.00
26	ADA platform/railings - paint, locks, stanchions	\$ 35,000.00
27	Gephart Broadcast cabling	\$ 49,090.00
28	Gephart - ADA cabling ramps	\$ 28,332.44
29	Gephart-MSFA conference room	\$ 10,496.00
30	LEED Operations and Maintenance	\$ 43,350.00
31	OTIS elevator repair	\$ 9,688.00
32	Exterior gate project	\$ 60,000.00
33	Fencing Vikings storage	\$ 70,000.00
34	SMG capital procurement services	\$ 76,800.00
35	Wireless communication system	\$ 10,000.00
36	Visiting Team locker room upgrade	\$ 25,000.00
37	Undesignated capital projects	\$ 194.33
	Subtotal	\$ 8,028,104.29
<b><u>Minnesota Vikings designated capital projects:</u></b>		
V1	Logo installation on charging stations	\$ 1,341.71
V2	Additional electrical services	\$ 100,169.75
V3	Player benches	\$ 34,359.00
V4	Charging stations	\$ 45,170.72
V5	Shipping costs	\$ 34.12
V6	Signage services-additional stadium décor	\$ 51,111.35
V7	Counter top on ledge in control room	\$ 6,436.00
V8	Mother's room/sensory room	\$ 34,307.35
V9	Tables for Club Purple couches	\$ 20,039.07
V10	Ticket office furniture	\$ 3,524.31
V11	Delta Club video wall	\$ 33,688.10
V12	Elevator audio	\$ 39,416.00
V13	Matting at Verizon gate	\$ 4,361.23
	Subtotal	\$ 373,958.71
<b><u>New projects - Minnesota Vikings designated capital projects:</u></b>		
V14	Kipro hardware	\$ 7,500.00
V15	Vikings Voyage redesign	\$ 150,000.00
V16	SKOL Line branding on platform/drum platform/Gjallahorn honoree display	\$ 27,500.00
V17	Branding enhancements (Bring it Home, POW, Tunnels)	\$ 275,000.00
V18	Drink rails throughout concourse/more high top tables	\$ 50,000.00
	Subtotal	\$ 510,000.00
	<b>Total</b>	<b>\$ 8,912,063.00</b>



March 15, 2019

**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

SUBJECT: Approval of 2018 – 2019 Capital Project Budget

**Concession Capital Reserve Account Budget and Plan**

The MSFA board approved the 2018-2019 Concession Capital Reserve Account budget and plan at its June 28, 2018 meeting. This budget included total concession capital project expenses of \$1,085,055. Many of these projects have been completed. Recently Aramark recommended and prioritized additional concession capital improvements that should be part of the 2018-2019 concession capital budget. The additional concession capital projects total \$448,049. Aramark also recommended that these projects be completed by June 30, 2019 so that the requested improvements to the food and beverage, catering, and concession operation would benefit the Minnesota Vikings 2019 football season.

Attached is the 2018-2019 revised concession capital reserve project budget and plan.

**Recommended Motion: *The Minnesota Sports Facilities Authority approves the 2018-2019 revised concession capital reserve account project budget and plan.***

**Minnesota Sports Facilities Authority  
 Concession Capital Reserve Account  
 2018 - 2019 Revised Concession Capital Reserve Account Project Budget and Plan**

**CONCESSION CAPITAL RESERVE ACCOUNT:**

<u>Item #</u>	<u>Project Description</u>	<u>Project Budget</u>
	Projects in progress/completed-	
1	Concession signage	\$ 16,894.80
2	Premium foodservice presentation	\$ 4,321.81
3	Smallwares presentation	\$ 149,246.40
4	Suites construction	\$ 13,243.00
5	Food safety equipment	\$ 36,656.69
6	Electrical add-on's/modifications	\$ 56,302.00
7	Doughnuts/peanut roasters	\$ 6,547.00
8	130 Bar	\$ 5,477.34
9	Technology device procurement	\$ 2,725.32
10	Freedom pay devices	\$ 1,423.54
11	Flex stand video wall addition	\$ 46,594.63
12	Vault/count room modifications - design	\$ 13,005.90
13	Fire protection	\$ 3,481.77
14	Repipe ansul systems	\$ 5,162.06
15	Food services equipment	\$ 77,452.79
16	Revisions to rustic tables	\$ 11,922.98
17	Vault/count room modifications - construction	\$ 165,004.72
18	Asset inventory bar code software/hardware	\$ 21,000.00
19	Advertising costs	\$ 543.00
	Subtotal	<u>\$ 637,005.75</u>
	New projects-	
C19.001	Equipment	\$ 248,166.53
C19.002	Electrical power	\$ 18,400.00
C19.003	Digital signage	\$ 163,932.72
C19.004	Construction/installation	\$ 11,800.00
C19.005	Ansul system	\$ 5,750.00
	Subtotal	<u>\$ 448,049.25</u>
	Total 2018-2019 Revised Concession Capital Budget	<u><u>\$ 1,085,055.00</u></u>



March 15, 2019

**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

SUBJECT: Approve Integration of the Operations and Capital Improvement Equity Plans

Attached is the Amended MSFA Operations and Capital Improvement Equity Plan. This amended plan reflects the integration of the Operations and Capital Improvement plans with the MSFA's Guiding Principles and the State of Minnesota Statute § 473J.12. This plan is designed to further the MSFA's evolution as a leader in equity, inclusion, and diversity.

***Recommended Motion: The Minnesota Sports Facilities Authority adopts the attached Amended Operations and Capital Improvement Equity Plan. The Authority authorizes the Chair and the Executive Director to implement the plan.***



March 15, 2019

**MEMORANDUM**

TO: MSFA Commissioners  
FROM: James Farstad  
SUBJECT: Approve Equity Advisor Contract

Equity is core to the Purpose, Mission and Vision of the Minnesota Sports Facilities Authority. We are committed to ensure the workforce we have is representative of the people we serve.

On January 15, 2019, the MSFA published an RFP to attract a creative community leader or team - with a shared vision and commitment to enhance the fulfillment of the MSFA's Equity Plan - to serve as Equity Advisor. We are in the process of selecting an Equity Advisor who can effectively collaborate with these constituencies to help us drive critical focus areas, strengthen our performance as a community leader, and expand our inclusive talent and targeted business pipelines.

The selected Advisor will identify and develop relationships with key community leaders and partners, maintain and provide updated database of outreach contacts, and prioritize key opportunities to grow the stadium's network of community stakeholders and associations.

The Advisor will collaborate with Summit Academy OIC, SMG, Aramark, Whelan Event Security Services and G4S, and other stakeholders to introduce potential innovations in job fair strategies and to expand the stadium's diverse workforce and targeted business recruitment.

In addition, the Equity Advisor will participate in the MSFA's quarterly equity meetings with stakeholders, and as directed, in the MSFA strategic planning process.

The MSFA gathers workforce and procurement data and reports on a quarterly basis. The Advisor will work with MSFA staff and the stadium's enterprise leadership team to implement key strategies and achieve the MSFA's equity goals.

Staff has reviewed the proposals and interviewed the two finalist teams on March 14, 2019. The finalists included Tempo Creative and Diversity ACT JV. Based on the proposals submitted, the results of interviews, and final submittals, MSFA staff will make a final selection of an Equity Advisor. The Equity Advisor contract is for an 18-month period and estimated to begin on April 1, 2019.

**Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to execute a contract with the selected Equity Advisor for an amount not to exceed \$80,000 per year.***



March 15, 2019

**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad

SUBJECT: Approve Artificial Playing Surface Contract

U.S. Bank Stadium's artificial playing surface is a critical asset and key to athlete safety. The original estimate of the useful life of the artificial playing surface was five years. As a result of the tremendous success of field events during the past three years and constant covering and uncovering of the artificial playing surface for concerts, corporate and religious events, X-Games, MotoCross, and Monster Truck shows, its useful life has been reduced.

On December 11, 2018, the MSFA published an RFP to attract proposals for a new artificial playing surface solution. This RFP is focused on the selection of a proposer who will provide the best value to the MSFA in the design, manufacture, coordination, supply, construction, installation, testing, commissioning, and retesting of the artificial playing surface.

The selected Contractor will:

- Acquire all permits and conform to state and local building codes.
- Remove and dispose of existing artificial playing surface.
- Prepare asphalt and concrete surfaces to accept turf system(s).
- Design, provide/manufacture, install, coordinate, test, and inspect all items required to complete the work associated with the project.
- Coordinate installation with existing conditions, walls, floor boxes, transitions, padding, openings, embeds, etc.
- Provide testing and commissioning of the artificial playing surface.
- Provide an independent testing after the system is installed to verify compliance with player safety standards, this testing will include all NFL requirements, vertical deformation, impact attenuation, and rotational resistance at a minimum.

Staff reviewed the received proposals, and interviewed three finalist proposers on March 14, 2019. The finalists included Act Global, Kieffer USA, and Hellas Construction. Based on the best and final proposals, results of the interviews, and final submittals, the Chair and Executive Director will make a final selection of a contractor. The artificial playing surface installation will take 18 days to complete, and we plan to have it installed between May 13 and May 31, 2019.

**Recommended Motion: *The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to finalize negotiations and execute a contract with the selected artificial playing surface contractor for an amount not to exceed \$1,300,000.***