



**MINNESOTA SPORTS FACILITIES AUTHORITY REGULAR MEETING MINUTES**

**Friday, April 15, 2016, 9:00 A.M.**

**1010 Metrodome Square Building, Lower Level Conference Room  
1010 South 7<sup>th</sup> Street, Minneapolis, MN 55415**

1. CALL TO ORDER

Chair Kelm-Helgen called the meeting of the Minnesota Sports Facilities Authority (MSFA) to order at 9:07 AM.

2. ROLL CALL

Commissioners Present: Chair Kelm-Helgen, Commissioner Griffith, Commissioner McCarthy and Commissioner Sertich

Commissioners Absent: Commissioner Butts Williams

3. ADOPTION OF AGENDA

Chair Kelm-Helgen presented the agenda. Commissioner Sertich moved approval of the agenda, seconded by Commissioner McCarthy and approved unanimously – 4 YEAS, 0 NAYS

APPROVED

4. APPROVAL OF AUTHORITY MEETING MINUTES

Commissioner Sertich moved approval of the March 21, 2016 Regular Meeting Minutes seconded by Commissioner Bill McCarthy and approved unanimously – 4 YEAS, 0 NAYS.

APPROVED

5. CHAIR'S REPORT

Chair Kelm-Helgen stated that U.S. Bank Stadium will host international soccer clubs Chelsea F.C. and A.C. Milan on August 3rd, as the first US Bank stadium event. Tickets went on sale on Tuesday April 12th, and are still available for purchase.



The Minnesota Vikings first football game in the new US Bank stadium has been scheduled. The Vikings will play their first preseason game against the San Diego Chargers on Sunday, August 28 at 12 pm, said Chair Kelm-Helgen.

Chair Kelm-Helgen announced that there will be public open house for US Bank Stadium, which will be on Saturday July 23rd and Sunday July 24th. During that weekend, U.S. Bank Stadium will be giving free timed tours to the public. The free tickets will be available online through Ticketmaster, and dates and details to get tickets will be announced as the date nears.

Appetize has been selected to provide over 600 fixed and portable point of sale devices, outfitting all concessions, clubs and portable areas. This partnership will make US Bank Stadium one of the most technologically advanced stadiums in all of sports said Chair Kelm-Helgen.

6. Commissioner Sertich gave a short report on the closed meeting that was held at 8 am this morning. He stated that the purpose of the meeting was to discuss the performance evaluations for the chair and the CEO/Executive Director. He said it was a positive conversation and that both the Chair and CEO/Executive Director had good performance during the past year. He also stated that the project is on time and in budget and that there will be more project management work in the future to close out the project.

7. **BUSINESS**

a. **Action Items**

i. **Approve Budget Adjustments**

The items identified that require adjustments to the Master Project Budget are summarized below:

- A) Mortenson Issue 3978 – West Video Board Architectural
- B) Mortenson Issue 4103 – Vikings Voyage

Additional details regarding the above are outlined within the corresponding recommendations.

**A) Mortenson Issue 3978 – West Video Board Architectural**

Mortenson Construction submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.



The Team funded design costs to provide architectural drawings for the enclosure above the west video board, also known as Cost Issue 3978. The Team has agreed to fund the entire Total Cost for this issue, which is \$647,043.00 and will be included in CSA Contract Revision 72.

**Recommendation:** *The Authority approves an increase of \$647,043.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Mortenson Issue 3978. The Authority authorizes the Chair and CEO/Executive Director to execute Contract Revision 72, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. 42 is finalized. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

#### B) Mortenson Issue 4103 – Vikings Voyage

Mortenson Construction submitted a Cost Issue to perform additional work as a result of requested changes to the Construction Documents. The following issue is funded as noted below by the Team and requires an increase to the Stadium Capital Budget to account for the additional Team Funding.

The Team has elected to build out the Vikings Voyage "Hall of Fame" in the Northwest corner, also known as Cost Issue 4103. The Team has agreed to fund the entire Total Cost for this issue, which is \$1,200,995.00 and will be included in Contract Revision 72.

**Recommendation:** *The Authority approves an increase of \$1,200,995.00 to the Additional Team Contribution Source of Funding within the Stadium Capital Budget. The Construction Contract within the Uses section of the Stadium Master Project Budget would be increased by the same amount. This increase is the Team's agreed upon contribution for Mortenson Issue 4103. The Authority authorizes the Chair and CEO/Executive Director to execute Contract Revision 72, inclusive of the aforementioned Issue. This adjustment would become effective after Master Application for Payment No. 42 is finalized. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

#### Summary:

The proposed budget adjustments outlined in this memorandum would modify the Stadium Master Project Budget as outlined in the attached Table 1 - Stadium Master Project Budget Summary.





Division	Description	Master Project Budget as of 4/12/16	4/15/16 Adjustments	Adjusted Budget
<b>SOURCES OF FUNDS</b>				
00-25-005	Team Contribution	\$377,000,000.00		\$377,000,000.00
00-25-010	Private Contribution	\$100,000,000.00		\$100,000,000.00
00-25-015	Additional Team Contribution	\$114,769,206.94	\$1,848,038.00	\$116,617,244.94
00-30-005	State of Minnesota Contribution	\$498,000,000.00		\$498,000,000.00
00-90-005	Aramark Capital Investment	\$3,500,000.00		\$3,500,000.00
00-90-010	SMG Capital Investment	\$2,250,000.00		\$2,250,000.00
00-90-015	Verizon Capital Investment	\$10,853,637.00		\$10,853,637.00
00-90-020	NRG Cost Reimbursement	\$232,345.00		\$232,345.00
00-90-025	Commemorative Brick Proceeds	\$1,300,000.00		\$1,300,000.00
00-90-030	Design Team Contribution	\$300,000.00		\$300,000.00
	<b>Total Sources of Funds</b>	<b>\$1,108,205,188.94</b>	<b>\$1,848,038.00</b>	<b>\$1,110,053,226.94</b>
<b>USES OF FUNDS</b>				
10-00-000	Site Acquisition & Improvements	\$58,771,517.35		\$58,771,517.35
20-00-000	Construction Costs	\$861,775,940.10	\$1,848,038.00	\$863,623,978.10
30-00-000	Furnishings, Fixtures & Equip.	\$57,574,263.89		\$57,574,263.89
40-00-000	Development Costs	\$85,038,620.88		\$85,038,620.88
50-00-000	Financing Costs	\$0.00		\$0.00
60-00-000	Other Project Costs	\$0.00		\$0.00
	TCF Stadium Improvements	\$7,622,296.96		\$7,622,296.96
	East Event Buildout	\$1,949,300.94		\$1,949,300.94
	Other Mutually Agreed Cost 1	\$2,029,707.00		\$2,029,707.00
	Other Mutually Agreed Cost 2	\$1,566,990.00		\$1,566,990.00
	IPTV Enhancement	\$2,269,556.07		\$2,269,556.07
	Mediation Settlement	\$16,250,000.00		\$16,250,000.00
90-00-000	Project Contingency	\$13,356,995.75		\$13,356,995.75
	<b>Total Uses of Funds</b>	<b>\$1,108,205,188.94</b>	<b>\$1,848,038.00</b>	<b>\$1,110,053,226.94</b>

APPROVED

ii. Approve Contract Revision with Mortenson

Draft Contract Revision 72 has been prepared and the total value of this Contract Revision exceeds the staff approval level and therefore requires approval from the Board to be executed.

A) CONTRACT REVISION 72:

Proposed Contract Revision 72 totals \$2,390,029.00 and includes the cost issues identified within Table 1 below. Team Financed Budget increases have previously been considered and approved



by the Authority.

**Recommendation:** *The Authority approves an increase of \$2,390,029.00 to the Construction Services Agreement. The Authority authorizes the Chair and CEO/Executive Director to execute CSA Revision No. 72. Commissioner McCarthy moved to approve the recommendation. Commissioner Sertich seconded the motion.*

**Summary:** *The total increase to the Construction Services Agreement after the execution of Contract Revision 72 would be \$2,390,029.00.*

Table 1  
CSA Contract Revision 7

Mort Issue #	Reference	Description	Construction Contingency	Owner Funding	Team Financed	Funding Source
3462	CCD 305	Data Center Ceiling Adjustment	\$ (652.22)	\$ 25,205.00		Verizon
3727	CCD 350	South Roof Edge Extension	\$ (13,372.68)	\$ 516,786.00		OMAC 2
3978	CCD 346	West Video Board Architectural	\$ (16,743.27)		\$ 647,043.00	
4103	CCD 349	Vikings Voyage	\$ (31,077.66)		\$ 1,200,995.00	
<b>TOTALS</b>			<b>\$ (61,845.83)</b>	<b>\$ 541,991.00</b>	<b>\$ 1,848,038.00</b>	
<b>OWNER/TEAM TOTAL</b>				<b>\$2,390,029.00</b>		

APPROVED

iii. Authorize negotiation and execution of amendment to Development Agreement for NE Expansion Area

At the March Board meeting, you authorized receipt of Team funding for completion of the NE Expansion Area which will create an additional venue within U.S. Bank Stadium. You also authorized Team usage rights for to be contained in an amendment to the Amended and Restated Stadium Use Agreement. In finalizing these documents, staff has determined that additional amendments may be required to the Amended and Restated Development Agreement, particularly in the areas of construction procurement and Team responsibility for funding.

**Recommendation:** *The MSFA authorizes the Chair and the CEO/Executive Director to negotiate and execute the Development Agreement Amendment in connection with the NE Expansion Area. Commissioner McCarthy moved to approve the recommendation. Commissioner Griffith seconded the motion.*

APPROVED

iv. Team Game Day West Plaza Tent



The Vikings' intend to procure a temporary tent structure to be placed on the West Stadium Plaza. The tent will be installed at the Vikings' expense, will be open to the public, and there will be no admission charge for Vikings' events. The structure may also be available for Authority events. The Vikings will be responsible for all on-going expenses except for incremental expenses for Authority events and routine security services provided as part of the overall Stadium security.

**Recommendation:** *The Authority authorizes the Chair and the CEO/Executive Director to negotiate and execute the Use Agreement Amendment in connection with the West Plaza Game Day Tent. Commissioner Griffith moved to approve the recommendation. Commissioner Sertich seconded the motion.*

APPROVED

**v. Authorize Contract Award for Stadium Smallwares**

There are a number of Concession procurements in process and we have reached a point in the project where timeliness of vendor selection and contract execution is critical. An RFP has been published for the required Smallwares required. Detailed evaluation, vendor selection and a final contract is required in April. This scope will be funded by dollars in the FF&E Budget. The Board will be further briefed at a subsequent meeting.

Staff is requesting authorization to accept RFP responses, complete vendor selection, and enter into a contract for the following scope of work: Concession Smallwares

**Recommendation:** *The Authority authorizes the Chair and CEO/Executive Director to accept RFP responses, complete vendor selection, and enter into contracts for the scope of work listed above. Commissioner Sertich moved to approve the recommendation. Commissioner Griffith seconded the motion.*

APPROVED

**vi. Approval to execute contract with Jones Sign Company**

The Concession Signage package was issued by the Authority and Team for bidding through a formal RFP process. Costs for this work will be 100% funded from Team controlled line items within the Master Project Budget. The apparent best value bid was received from Jones Sign Company in the amount of \$293,517.64. However, as of the April 15 Board Meeting, additional information is required about this company's ability to comply with the Stadium Equity Plan. An award for the Concession Signage package will need to be given to a sign company before the May Board Meeting. Therefore, staff





requests authorization for the Chair and CEO/Executive Director to make a final determination of which compliant proposal meets all RFP requirements and award the contract.

**Recommendation:** *The Authority authorizes the Chair and the CEO/Executive Director to select, negotiate and execute a Trade Contract Agreement for the Team-funded Concession Signage. Commissioner McCarthy moved to approve the recommendation. Commissioner Sertich seconded the motion.*

APPROVED

**vii. Approve Contract revision with Walker Sign Holdings Inc. dba Lawrence Sign**

The Team is finalizing two contract revisions with Lawrence Sign that will modify the costs for signage within the seating bowl. To ensure that Lawrence Sign can be released to construct the interior bowl signage consistent with its current construction schedule, a Contract Revision approving the scope of work may be required prior to the May 2016 MSFA Board meeting. It is anticipated that the value of this work will exceed the authorized Staff limit for Contract Revisions of \$250,000 and will be funded by the Team. Staff requests that the Chair and the CEO/Executive Director be authorized to negotiate and execute Contract Revisions with Lawrence Sign in order to authorize the construction of interior bowl signage upon receipt and approval of the pricing. This Contract Revision would be entirely funded by the Team and will require a corresponding budget increase.

**Recommendation:** *The Authority authorize the Chair and the CEO/Executive Director to negotiate and execute a Contract Revision with Lawrence Sign in order to authorize the construction of interior bowl signage funded with Additional Team Funding upon receipt and approval of Lawrence Sign's proposed cost to complete the work. The Authority should also authorize the Chair and the CEO/Executive Director to increase the Master Project Budget accordingly. Commissioner Griffith moved to approve the recommendation. Commissioner Sertich seconded the motion.*

APPROVED

**viii. Authorize Staff to Negotiate a Trade Contract Agreement with Dimensional Innovations for Themed Displays**

The Team is working to finalize a Trade Contract Agreement with Dimensional Innovations to furnish and install themed displays on level 5. The pricing and contract with Dimensional Innovations are anticipated to be finalized within the next two weeks. To ensure that Dimensional Innovations can be released to construct and install the displays consistent with its current construction schedule, a Trade Contract Agreement will be required to be executed prior to the May 2016 the Authority Board meeting. It is anticipated that the value of this work will exceed the authorized staff limit for contracts of \$100,000 and will be funded by the Team. Staff requests that the Chair and the CEO/Executive Director



be authorized to negotiate and execute a Trade Contract Agreement with Dimensional Innovations in order to authorize the construction of the themed displays upon receipt and approval of the pricing and scope of work. This Trade Contract Agreement will be entirely funded by the Team and will require a corresponding budget increase.

*Recommendation: The Authority authorize the Chair and the CEO/Executive Director to negotiate and execute a Trade Contract Agreement with Dimensional Innovations in order to authorize the fabrication and installation of the themed displays with Additional Team Funding upon receipt and approval of Dimensional Innovations proposed cost to complete the work. The Authority should also authorize the Chair and the CEO/Executive Director to increase the Master Project Budget accordingly. Commissioner Sertich moved to approve the recommendation. Commissioner McCarthy seconded the motion.*

APPROVED

**b. Report Items**

*i. Equity Update*

The project reports were assessed as of February 29, 2016. These reports are posted on the MSFA website for transparency purposes. The next Stadium Equity Oversight Committee will be on May 25, 2016.

- The EAF is currently conducting outreach and training for resource efforts in support of the project.
  - 837 Workers identified;
  - 165 Workers are available for hire
  - 64 Trained and 74 placements
- Total WORKFORCE on the U. S. Bank Stadium Project, as of February 29, 2016
  - Minority Goal (32%) & Women Goal (6%)      EXCEEDING
  - 37% Minority (1,233,315 hours)
  - 9% Women (308,909 hours)
  - 4% Veteran (147,698 hours)
  - 364 Workers Hired from the TARGETED ZIP CODES in Minneapolis
- Total TARGETED BUSINESS Construction activity, as of February 29, 2016
  - MBE (9%) and WBE (11%) goals      EXCEEDING
  - MBE: \$107,658,500 (12%)
  - WBE: \$137,159,348 (16%)
  - VBE: \$13,028,852 (1%)
  - Total Targeted Business: (\$257,846,700)





- US Bank Stadium Operations
  - Equity Plan under development
  - Market Study underway w/the University of Minnesota (Goal Setting & Etc.)
  - Employment Assistance Firm: Selected SAOIC & MUL
  - Developing an Operations Business & Workforce Database

*ii. Construction Update*

Eric Grenz of Mortenson Construction announced that U.S. Bank Stadium is approximately 95% complete, and over \$820 Million of work has been completed, with less than \$40 million to go. Asphalt has been laid in the interior bowl in preparation for laying the turf, the exterior video board in the west plaza is being installed, and all of the club spaces are scheduled to be completed on time. The final carpeting and flooring will be laid and finished within the next couple months within the clubs and suites areas. In the Viking's locker room, the Viking logo has been hung on the ceiling, and the built in lockers are installed. The project is still on time and will be completed before the grand opening weekend.

*iii. Update on Job Fair*

SMG announced that they will be hosting a job fair, "Skol Service Draft Day", in the convention center on April 26th through April 28th. During that time, SMG, Monterey Security, and Aramark will be hiring over 2,500 part-time workers in many different industries. Some of these positions include: guest experience representatives, tour guides, housekeepers, security, retail, bartenders, food services, and suite attendants. Everyone is encouraged to apply, and walk-ins are welcomed; however, you can sign up online and also reserve a time to interview.

8. PUBLIC COMMENTS

There were no public comments

9. DISCUSSION

There were no discussions

10. ANNOUNCE FUTURE MEETINGS

Friday, June 17, 2016 – Board Meeting



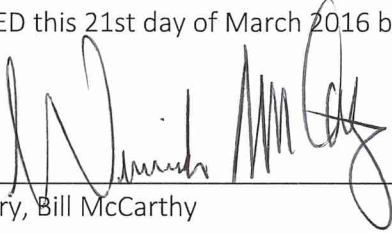
11. ADJOURNMENT

There being no further business to come before the MSFA, Commissioner Griffith moved to adjourn the meeting, seconded by Commissioner Sertich and approved unanimously – 4 YEAS, 0 NAYS.

APPROVED

The meeting was adjourned at 9:59 am.

ADOPTED this 21st day of March 2016 by the Minnesota Sports Facilities Authority

  
Secretary, Bill McCarthy

  
Ted Mordale, CEO/Executive Director