



**MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA**

**Friday, April 20, 2018, 9:00 A.M.**

**U.S. Bank Stadium Medtronic Club**

**1005 South 4<sup>th</sup> Street, Minneapolis, MN 55415**

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES - March 16, 2018
3. BUSINESS
  - a. Action Items
    - i. Approve Stafford-Smith, Inc. Contract Revision #1**
    - ii. Approve LS Black Constructors, Inc. Contract Revisions #1-#8**
  - b. Reports
    - i. Executive Director Report
    - ii. SMG Report
      - Event Update – Monster Jam and Super Cross
      - Future Events
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – May 18, 2018 at Mill City Museum at 9 A.M.
7. ADJOURNMENT

***\*Items in bold require action***



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – March 16, 2018

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 9:04 A.M.

2. **ROLL CALL**

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

3. **APPROVAL OF MEETING MINUTES – January 19, 2018.** *See, Exhibit A.*

4. **BUSINESS**

a. Action Items

**i. Approval of Capital Items for Minnesota Vikings Designated Items**

At the June 22, 2017 board meeting, the MSFA board approved the 2017-2018 Capital Reserve Account budget and plan, which included total capital expenses of \$5,125,195. Recently, the capital project plan was modified by the executive director, and certain projects were placed on hold or eliminated, which reduced the expense budget to \$3,005,981. The MSFA recommends that the Team designated projects be added to the 2017-2018 capital plan and the Capital Reserve Account budget be revised. See, Exhibit B.

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

*The Minnesota Sports Facilities Authority adopts the revised 2017-2018 capital reserve account budget and approves inclusion of the Minnesota Vikings designated capital projects in the 2017-2018 revised capital project plan.*

## **ii. Approval of Aramark Concession Capital Items and Funding**

At the June 22, 2017 meeting, the MSFA board approved the 2017-2018 Concession Capital Reserve Account budget and plan, which included total capital project expenses of \$2,078,000. Aramark recently recommended and prioritized additional concession capital improvements that should be part of the 2017-2018 concession capital budget. The projects total \$560,944, which increases the budget to \$2,638,944. See, Exhibit C.

Commissioner Butts Williams asked Mr. Farstad if there is a particular area in the stadium that needs continuous work, and if the board should be aware of any upcoming improvements that need to be made. Mr. Farstad stated that the MSFA is focusing on identifying needed improvements on the main concourse level of the stadium and many improvements are in progress.

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

*The Minnesota Sports Facilities Authority adopts the revised 2017-2018 concession capital reserve account budget.*

## **b. Report Items**

### **i. Executive Director Report**

James Farstad, the MSFA's Executive Director, began his report by discussing the security at U.S. Bank Stadium during Super Bowl LII. He noted that the safety effort of the community was truly amazing, and that there were countless meetings to ensure that U.S. Bank Stadium was safe for all of its guests. He stated that the NFL implemented many improvements to the facility, and that many of these improvements will be made to the stadium. All of the improvements were photographed so that the stadium staff can mimic some of the ideas that the NFL implemented for Super Bowl LII. Mr. Farstad thanked all of the stadium partners for their contribution for making the Super Bowl LII a great success and stated that the event showcased Minneapolis and put U.S. Bank Stadium on the world stage.

He noted that the stadium partners are working together to design skyway wayfinding features for the stadium app, in order to help guests navigate the four miles of skyways around downtown Minneapolis.

### **ii. Quarter 2 Budget Report – December 31, 2017**

Ms. Fox-Stroman provided the MSFA Board with the Quarter 2 budget report for December 31, 2017. See, Exhibit D.

Chair Vekich asked Ms. Fox-Stroman if she has any concerns on the horizon. Ms. Fox-Stroman stated that she sees no future problems and that we are on budget.

Commissioner Butts Williams asked Ms. Fox-Stroman if she could provide a brief overview about the MSFA's trust accounts. Ms. Fox-Stroman described the structure and purpose of the multiple trust accounts and their relationship to the construction of the stadium.

### **iii. Super Bowl LII Update**

Patrick Talty, General Manager of U.S. Bank Stadium at SMG, provided a detailed report recapping Super Bowl LII. See, Exhibit E.

Chair Vekich noted that Super Bowl LII ran flawlessly, and that the operations were so smooth that they were boring. He applauded the Minnesota Super Bowl Host Committee for putting together an amazing event, especially with the coordination of the volunteer program. He stated that they were a great partner during the planning and execution of Super Bowl LII, and that he really enjoyed working with their organization.

Mr. Talty followed Chair Vekich's remarks by stating that the NFL commented on how Super Bowl LII was the smoothest operation they had seen within the last decade.

Chair Vekich then called upon Jennifer Hathaway, Director of Communications at the MSFA, to discuss the sustainability program during Super Bowl LII. Ms. Hathaway noted that becoming gold LEED Certified was a group effort, and that success transferred over to Super Bowl LII. She stated that over 91% of the waste at Super Bowl LII was diverted to either recycling or composting. Ms. Hathaway noted that Curtis Schmillen and Bradley Vogel of SMG have been a huge contributor to the sustainability program, and that it would not have been possible without them. SMG took the lead in converting waste to recyclables, and also came up with creative ideas to make it easier for guests to differentiate between trash, recyclables, and compostables. She stated that Aramark also played a large role in the success, as they ensured all of their serving dishes were compostable or recyclable.

Commissioner Bishop thanked Ms. Hathaway, SMG, and Aramark for their hard work. She noted that she works on the sustainability program at Best Buy, and that being 91% recyclable/compostable is not an easy task. Lastly, she stated that she is excited to watch the program move forward and is looking forward to the continuous improvement.

Chair Vekich noted that he heard some wonderful stories about out of town guests who made donations to the people of Minnesota, and asked Mr. Talty to elaborate. Mr. Talty stated that many out-of-town guests did not bring weather appropriate attire, and with the subzero temperatures, needed to purchase winter gear. After the commencement of Super Bowl LII, those guests who no longer needed their warm clothing were able to donate to Minnesotans in need. Mr. Talty stated that this clothing

drive would not have been possible without the collaboration of the Minnesota Super Bowl Host Committee and the NFL.

Chair Vekich then called upon John Fitzgibbon, District Manager of Aramark, to provide a Super Bowl LII update. Mr. Fitzgibbon stated that Super Bowl LII was a spectacular event and that Aramark was proud to be able to serve the food and beverages to the guests. He stated that he is very pleased with how smoothly the operations of the event went, and that he is looking forward to possibly having another Super Bowl in the future.

Chair Vekich called upon Lester Bagley, Minnesota Vikings, to provide a Super Bowl LII update to the board. Mr. Bagley stated that Super Bowl LII was an exceptionally well operated event and that he was proud of how smoothly it ran. He noted that it may be another 7-10 years until the Super Bowl comes back to U.S. Bank Stadium but stated that there are other major NFL events that rotate around the country, such as the draft party and the kick-off program that could potentially be hosted in Minneapolis in the future. He stated that the stadium received great feedback from Roger Goodell and the NFL.

## 5. PUBLIC COMMENT / DISCUSSION

### 1. Jerry Bahls

Mr. Bahls thanked the MSFA, SMG, NFL and the Vikings for their recycling efforts during Super Bowl LII. He stated that he appreciates the effort and is happy that the trash will not end up in a landfill. Mr. Bahls then extended an invitation to the public and to the MSFA board to attend a presentation regarding bird safety and glass collisions, and he stated that Dr. Klem, a professor at Muhlenberg College in Allentown, PA, will be presenter.

## 6. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held April 20, 2018, at 9:00 A.M. at U.S. Bank Stadium in the Medtronic Club.

7. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 10:00 A.M.

*Approved and adopted the 20<sup>th</sup> day of April 2018, by the Minnesota Sports Facilities Authority.*

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Tony Sertich, Secretary/Treasurer

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James Farstad, Executive Director



**MEMORANDUM**

TO: MSFA Commissioners  
FROM: James Farstad and Mary Fox-Stroman  
DATE: April 20, 2018  
SUBJECT: Approve Stafford-Smith, Inc. Contract Revision #1

At the August 25, 2017 board meeting, the MSFA accepted the proposal and awarded the contract for stadium concessions cooking and holding equipment to Stafford-Smith, Inc. for a contract total of \$273,700.46.

During the course of this project, Stafford-Smith, Inc. submitted a contract change revision for additional custom fabrication and installation services including repiping the gas and water lines for the equipment, adding side skirts for hoods, and adding stainless steel covers to the convection ovens. The cost for the additional custom fabrication and installation services is \$8,156.50, and the revised contract amount is \$281,856.96.

Stafford-Smith, Inc. Trade Contract Agreement amount	\$273,700.46
Change revision #1	<u>\$ 8,156.50</u>
Revised Total Contract Amount	<u>\$281,856.96</u>

**Recommended Motion: The Minnesota Sports Facilities Authority approves an increase of \$8,156.50 to the Stafford-Smith, Inc. trade contract agreement for contract change revision #1. The MSFA authorizes the Chair and Executive Director to execute contract change revision #1, for the revised total contract amount of \$281,856.96.**



**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad and Mary Fox-Stroman

DATE: April 20, 2018

SUBJECT: Approve LS Black Constructors, Inc. Contract Revisions #1 - #8

At the August 3, 2017 MSFA board meeting, the MSFA awarded a contract to LS Black Constructors, Inc. for the Women’s Locker Room Buildout, Hyundai Club Kitchen Equipment Buildout, and the Video Production Room Cooling projects for a contract total of \$1,297,500.

During the construction and installation of these projects several contract change revisions were submitted by the contractor. The eight change revisions total \$67,593.72 and are described below:

<b>LS Black Constructors, Inc. Trade Contract Agreement amount</b>	\$1,297,500.00
<b>Change revision #1</b> – Women’s Locker Room Buildout project - Add door to therapy rooms and relocate electrical service	\$ 14,155.90
<b>Change revision #2</b> – Hyundai Club Kitchen Equipment project - Addition of new tilt skillet braising pan, gas and credit for elimination of double pass overshelf	\$ 14,153.98
<b>Change revision #3</b> – Video Production Room Cooling project - Remove four 5-ton chilled water computer room cooling units and add one 5-ton and two 10-ton chilled water computer cooling units	\$ 5,792.60
<b>Change revision #4</b> – Women’s Locker Room Buildout project - Credit for televisions not provided to project	\$ (\$1,265.00)
<b>Change revision #5</b> – Video Production Room Cooling project - Installation of 33 Middle Atlantic perforated rear doors on cooling racks, installation of containment curtains in the rack room, and credit for allowance of \$22,000 for hard containment	\$ 4,884.00
<b>Change revision #6</b> – Hyundai Club Kitchen Equipment project – Replaced proposed walk-in coolers/freezers with walk-in coolers freezers that were capable of supporting the load. Added roof hatch to walk-in unit for access to condensing units	\$ 8,136.24
<b>Change revision #7</b> – Hyundai Club Kitchen Equipment project – Installation of transfer fan above walk-in coolers.	\$ 10,698.60
<b>Change revision #8</b> – Hyundai Club Kitchen Equipment project- Installation of grease interceptor and grease waste piping	\$ 11,037.40
<b>Revised Total Contract Amount</b>	<b><u>\$1,365,093.72</u></b>



**Recommended Motion: The Minnesota Sports Facilities Authority approves an increase of \$67,593.72 to the LS Black Constructors, Inc. trade contract agreement for contract change revisions #1 through #8, as listed above. The MSFA authorizes the Chair and Executive Director to execute contract change revisions #1 through #8, for the revised total contract amount of \$1,365,093.72**