



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA
Thursday, August 19, 2021, 8:00 A.M.
U.S. Bank Stadium Medtronic Club
1005 4th Street South, Minneapolis, MN 55415

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – June 17, 2021
3. BUSINESS
 - a. **Action Items**
 - i. **Approve Raths, Raths, & Johnson Contract Revision**
 - ii. **Approve 2021-2022 Concession Capital Reserve Budget Amendment**
 - iii. **Approve 2021-2022 Property Insurance Program**
 - b. Reports
 - i. U.S. Bank Stadium Updates
 - a. ASM Global – John Drum
 - b. Aramark – Jen Freeman
 - ii. Executive Director Report
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – September 16, 2021 in Medtronic Club
7. ADJOURNMENT

***Items in bold require action**



**MINNESOTA
SPORTS FACILITIES
AUTHORITY**

**MINNESOTA SPORTS FACILITIES AUTHORITY
Meeting Minutes – June 17, 2021 at 8:00 A.M.
Zoom Video & Teleconference**

1. **CALL TO ORDER**

Chair Vekich called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 8:00 A.M.

2. **ROLL CALL**

Commissioners present: Chair Michael Vekich

Commissioners present via phone: Tony Sertich, Barbara Butts Williams, Angela Burns Finney, and Bill McCarthy

3. **APPROVAL OF MEETING MINUTES – May 20, 2021. See, Exhibit A.**

4. **BUSINESS**

a. Action Items

i. Approve MSFA 2021-2022 Budget

Mary Fox-Stroman, Director of Finance at the Minnesota Sports Facilities Authority, provided the board with the MSFA’s 2021-2022 budget. See, Exhibit B.

Chair Vekich asked Ms. Fox-Stroman if there were any inconsistencies based on prior years, and Ms. Fox-Stroman confirmed that there were no inconsistencies.

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

The Minnesota Sports Facilities Authority adopts the attached 2021-2022 Budget for the fiscal period July 1, 2021 through June 30, 2022 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.

ii. Approve ASM Global Contract for Capital Procurement and Communication Services

James Farstad, the Executive Director of the MSFA, stated that ASM Global's leadership team and staff have been very effective in supporting the MSFA, and the MSFA would like to continue this practice on a going forward basis. He noted that if approved by the board, ASM Global will continue to serve as the source of communications representation for both MSFA and ASM Global at U.S. Bank Stadium, and ASM will continue to provide capital procurement management services. See, Exhibit C.

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

The MSFA authorizes the Chair and Executive Director to execute the professional services agreement with ASM Global for \$120,000 for communications services and \$76,800 for capital procurement management services.

iii. Approve Professional Audit Services Contract

Ms. Fox-Stroman stated that on May 13, 2021 the Authority published on its website a Request for Proposals (RFP) for Professional Audit Services. Audit services will include an evaluation and assessment of the Authority's internal control structure for financial accounting and operations, substantive testing

and analysis of financial transactions and account balances, and issuance of three reports: independent auditor's report on the basic financial statements, independent auditor's report on compliance, and a management letter containing suggestions for improvement of accounting procedures and internal controls. Ms. Fox-Stroman stated that two proposals were received in response to the RFP, and staff recommends the Authority award the Professional Services Agreement to CliftonLarsonAllen LLP (CLA). *See, Exhibit D*.

Chair Vekich asked Ms. Fox-Stroman if the Professional Services Agreement with CLA is a "not to exceed" per year expense, and also inquired if the price for services increased this year. Ms. Fox-Stroman confirmed that it is a "not to exceed" contract, and that the price increased \$5,000 from last year.

Commissioner Butts Williams moved and Commissioner McCarthy 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 Professional Services Agreement with CliftonLarsonAllen LLP for professional audit services for the three fiscal years ending June 30, 2021, June 30, 2022, and June 30, 2023 for \$166,825.

iv. Approve Tegra Contract Revision

Mr. Farstad stated that on March 19, 2020 the Authority approved a contract with the Tegra Group, Inc for Owners Representative services for the Exterior Envelope (Panel Removal and Replacement) Project for an amount of \$247,000.00 for 13 active project months in 2020 and 2021. On March 18, 2021 the contract was amended and increased by \$17,070.00 for additional services that were performed in December 2020 and January 2021. *See, Exhibit E*.

Chair Vekich asked Mr. Farstad what is included in the fee increase, and Mr. Farstad stated that the additional services were needed as the project schedule was extended, and additional testing was needed.

Chair Vekich asked Mr. Farstad if he sees any open issues with the exterior envelope project, and Mr. Farstad stated that the only issue is the design for the ice diverters.

Commissioner Sertich moved and Commissioner 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 #3 to the professional services agreement with the Tegra Group, Inc. in the amount of up to \$104,213.00, for a revised total amount not to exceed \$368,283.00.

b. Report Items

i. Casualty Insurance Report

Ms. Fox Stroman stated that CBIZ, the MSFA's casualty insurance broker, marketed the program to 39 carriers to obtain competitive pricing and improved terms for the general liability, excess liability, automobile and garage keepers' liability, crime, public officials' liability, cyber and privacy liability, workers compensation, and terrorism liability policies. Ms. Fox-Stroman stated that the incumbent carriers offered renewal quotes with the most competitive pricing and terms. See, Exhibit F.

Chair Vekich asked Ms. Fox-Stroman if the price has increased over the years and if there were any types of coverage the MSFA was unable to renew, and Ms. Fox-Stroman stated that the price has increased roughly \$6,000, and that the MSFA was unable to renew its communicable disease coverage.

ii. Stadium Updates

John Drum, General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. He stated that the stadium does not currently have an attendance cap, but that ASM Global is still committed to implementing safe practices for all employees and guests relating to COVID-19. Mr. Drum stated that U.S. Bank Stadium recently hosted two graduations and was able to do so safely by practicing social distancing. He noted that the darkening solution was used at both graduations to provide a better ambiance for the event, and also provided energy savings and cost savings for the

stadium. Mr. Drum noted that the darkening solution has been a great stadium asset as it has proven to be versatile for both event and non-event days. Lastly, Mr. Drum stated that the first hiring fair went well, and that all stadium partners were present and excited to bring back event day staff. He noted that there was media coverage regarding the event, which provided great exposure, and he is excited for the next two hiring fairs which take place on June 29th and June 30th from 3:00 pm until 6:30 pm.

Commissioner Butts Williams asked Mr. Drum if he would be willing to share more about his expectations and goals for new hires. Mr. Drum stated that every season all stadium partners hold a joint job fair as U.S. Bank Stadium is always looking for new talent to join the team. He stated that the number of individuals who attended the hiring fair this year was lower than previous years, which was expected due to COVID-19. Mr. Drum stated that the stadium partners are looking to add employees for all types of events, including concerts and Minnesota Viking's game days, and noted that ASM Global will continue their efforts to recruit individuals for the year. In order to advertise the open positions to a larger audience, Mr. Drum announced that the stadium will be sending the current job openings to roughly 60 community groups, and that stadium partners will continue to look for employees during the next two months.

Lester Bagley, Executive Vice-President of Public Affairs of the Minnesota Vikings, stated that the Minnesota Vikings' training camp schedule has been announced, and that the Vikings' staff is excited to bring fans back to the TCO Performance Center. Mr. Bagley noted that all tickets will be digital and that there will be 4,000 free tickets, which will be available for download on June 22nd. Mr. Bagley stated that the Minnesota Vikings will also host a scrimmage on July 7th at TCO Performance Center, a scrimmage on August 7th at U.S. Bank Stadium with 20,000 fans to honor Minnesota's front line heroes, and two additional scrimmages on August 11th and August 12th against the Denver Broncos at TCO Performance Center. Mr. Bagley also stated that the Minnesota Vikings' first regular season home game will be on September 26th against the Seattle Seahawks. Lastly, Mr. Bagley stated that the TCO Performance Center and U.S. Bank Stadium are not requiring vaccinations for entry to Minnesota Vikings' events, but they are encouraging them. Masks are also not a requirement for entrance, but if a guest is not vaccinated, the Minnesota Vikings are requesting they wear a mask.

iii. Executive Director Report

Mr. Farstad provided the MSFA Commissioners with a construction update on the exterior panel repairs. He noted that based on weekly reports from Mortenson, the project is on track to being completed on time, and that HKS will be on site to monitor the progress on June 23rd. Mr. Farstad then provided a list of some of the major construction milestones that were completed within the last month: the Henry BlueSkin installation was completed, all vertical Girt installations were completed, Intertek has performed the “pull test” strength testing and all tests passed, the metal panels are being reinstalled on all elevations (except one), snow diverters are being installed with a corrected design which includes “boot” end caps and longer screws as determined by HKS, and site Quazite boxes have only minimal repairs left in the plaza. Lastly, Mr. Farstad stated that the U.S. Bank Stadium signage is scheduled to be reinstalled on August 3rd.

5. PUBLIC COMMENTS

There were no public comments.

6. DISCUSSION

Jay Lindgren, MSFA’s General Council from Dorsey and Whitney, stated that the MSFA should begin thinking about holding its public board meetings in person, and Chair Vekich agreed, stating that he will be discussing this with the MSFA Commissioners soon.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on Thursday July 15, 2021, at U.S. Bank Stadium in the Medtronic Club at 8:00 A.M., or possibly by teleconference based on the status of the COVID-19 pandemic.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 8:50 A.M.

Approved and adopted the 19th day of August 2021, by the Minnesota Sports Facilities Authority.

Tony Sertich, Secretary/Treasurer

James Farstad, Executive Director



MEMORANDUM

TO: MSFA Commissioners

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

DATE: August 19, 2021

SUBJECT: Amendment to the Professional Services Agreement with Raths, Raths and Johnson, Inc.

On July 1, 2020 the Authority signed a professional services agreement with Raths, Raths and Johnson, Inc (RRJ) for their expertise and analysis in the following technical specification sections: field test for exterior skin, selective demotion, self-adhering air and water barriers-non-permeable, self-adhering air and water barriers-permeable modifications, modular metal wall panel systems, and single-ply membrane roofing, and on-site visits for a total agreement amount of \$74,837.24.

This agreement was subsequently amended, additional activities were added to the scope of services, and the agreement amount increased by \$24,211.72, for a total agreement amount of \$99,048.96.

Then in April, May, and June 2021 RRJ provided more services including virtual participation in meetings, on-site meetings, and various analysis activities for \$28,279.37. The agreement with RRJ needs to be amended again and the agreement amount increased by \$28,279.37 for a total agreement amount of \$127,328.33.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to amend the professional services agreement with Raths, Raths and Johnson, Inc. for \$28,279.37 for a total agreement amount of \$127,328.33.





MEMORANDUM

TO: MSFA Commissioners

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

DATE: August 19, 2021

SUBJECT: 2021-2022 Concession Capital Reserve Budget Amendment

On June 17, 2021, the Authority approved the 2021-2022 Concession Capital Reserve account budget. This budget included concession capital project expenses of \$175,363. Recently, Aramark Sports & Entertainment recommended additional concession capital improvement projects that should be part of the 2021-2022 concession capital reserve account budget as these projects will improve their catering and concession operations and service delivery for an additional cost of \$74,637, and the total expense budget would be \$250,000.

	Original Budget	Amendment	Amended Budget
Concession capital reserve revenues	\$ 600,000	-	\$600,000
Concession capital reserve expenses	<u>\$ 175,363</u>	<u>\$74,637</u>	<u>\$250,000</u>
Change in account balance	\$ 424,637	(\$74,637)	\$350,000
Beginning account balance	<u>\$ 756,488</u>	<u>-</u>	<u>\$756,488</u>
Ending account balance	<u>\$1,181,125</u>	<u>(\$74,637)</u>	<u>\$1,106,488</u>

The updated 2021-2022 Concession Capital Reserve Project budget and plan:

	Budget
1. Installation of side door for Caribou stand	\$5,000
2. Installation of corner guards on overhead doors	\$4,000
3. Purchase of additional fryer for FMP Club	\$20,000
4. Electrical power modifications for FMP Club fryer	\$10,000
5. Purchase and installation of Ansul hood for FMP Club fryer	\$2,500
6. Purchase of Hawking devices	\$92,714
7. Electrical power modifications for Concessions	\$3,100
8. Electrical power modifications for the North and South Mural Walls	\$40,876
9. Purchase of storage cabinets	\$2,282
10. Purchase of stanchions and sign holders	\$10,961
11. Purchase and installation of portable wraps	\$11,799
12. Press Box coffee conversion	\$20,000
13. Other projects	<u>\$26,768</u>
Total concession capital project budget	<u>\$250,000</u>

Recommended Motion:

The Minnesota Sports Facilities Authority approves an increase of \$74,637 to the 2021-2022 Concession Capital Reserve expense budget, for a total capital reserve expense budget of \$250,000.



MEMORANDUM

TO: MSFA Commissioners

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

DATE: August 19, 2021

SUBJECT: 2021-2022 Property Insurance Program

WillisTowersWatson Midwest, Inc. (Willis), the broker for the Authority’s property insurance program, marketed the all-risk property program for the policy period from September 18, 2021 to September 18, 2022 to multiple carriers. The program includes coverage for real and personal property, business interruption, boiler and machinery equipment, and terrorism. The policy limit for the program is \$1.2 billion. Their marketing focus was to obtain the best coverage terms from the incumbent insurers and to explore alternatives with other carriers.

Again, this year the incumbent carriers offered the best pricing and terms with a layered approach for the coverages. American Home Assurance Company (AIG) offered to renew the program’s primary layer limit of \$1 billion for a premium, including taxes and fees, of \$647,880.29 which is a 10% increase over the prior year’s premium. The policy includes terrorism coverage, and it has a deductible of \$1 million for snow, sleet, hail, or ice perils, a deductible of \$100,000 for other perils, and a \$50,000 deductible for the Vikings ship.

Travelers offered to renew the excess property insurance layer of \$200 million for a premium, including taxes and fees, of \$136,027.98 which is a 5% increase over the prior year’s premium. This policy limit is in excess of the primary layer of \$1 billion and the policy includes terrorism coverage.

Underwriters at Lloyds, London offered to renew the buy down deductible policy which buys down the deductible for snow, sleet, ice, or hail perils from \$1 million to \$500,000 for a premium of \$132,341.48 which is a 6% increase over the prior year’s premium.

<u>Carrier</u>	<u>Layer</u>	<u>Premium</u>
American Home Assurance (AIG)	Primary - \$1 Billion	\$647,880.29
Travelers	Excess of \$1 Billion	\$136,027.98
Lloyds of London	Deductible Buy-Down, \$500,000 excess of \$500,000	\$132,341.48
Brokerage fee		<u>\$ 52,500.00</u>
	Total (Premium, taxes, fees)	<u>\$968,749.75*</u>

* Taxes and fees are estimated and are subject to change when the invoice is issued.

Recommended Motion:

The Minnesota Sports Facilities Authority authorizes the Chair and Executive Director to finalize negotiations and execute contracts for the 2021-2022 property insurance program.