



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Thursday, May 19, 2022, 8:00 A.M.

Mill City Museum

704 South 2<sup>nd</sup> Street, Minneapolis, MN 55401

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – April 21, 2022
3. BUSINESS
  - a. **Action Items**
    - i. **Approve Amendment #4 and #5 to the DAS License Agreement with Verizon Wireless**
    - ii. **Approve Updated Job Descriptions for Chair and Executive Director positions**
    - iii. **Approve Amendment to MSFA Personnel Policy Manual – including Juneteenth as Recognized Holiday**
    - iv. **Approve Parking Agreement with Timeshare Inc.**
    - v. **Authorize Negotiation for the Casualty Insurance Program**
  - b. Reports
    - i. U.S. Bank Stadium Updates
      - a. ASM Global – John Drum
      - b. Aramark – Jen Freeman
    - ii. Minnesota Vikings Update – Lester Bagley
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – June 16, 2022, U.S. Bank Stadium – Medtronic Club
7. ADJOURNMENT

**\*Items in bold require action**



MINNESOTA  
SPORTS FACILITIES  
AUTHORITY

MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – April 21, 2022, 8:00 A.M.  
U.S. Bank Stadium Medtronic Club  
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 8:03 A.M.

2. **ROLL CALL**

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

Commissioners absent: None.

3. **APPROVAL OF MEETING MINUTES – March 17, 2022.** *See, Exhibit A.*

4. **BUSINESS**

a. **Action Items**

**i. Approval of Assignment of Intel License Agreement**

Mr. Jay Lindgren, General Counsel, stated that the MSFA entered into a license agreement allowing Intel Corporation to install, operate and maintain within the Stadium certain equipment, wiring and cabling for the Intel 360 volumetric “True View” replay system. Intel has requested that all rights and obligations under that license be transferred to the NFL. The NFL has requested that the assigned license term run through December 31, 2023, to allow the NFL to run a pilot program on use of the system during NFL games. The license fee is eliminated in this agreement. Any corresponding costs are to be included in Team game day costs. *See, Exhibit B.*

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

*The Chair and Interim Executive Director are authorized to negotiate, finalize and execute an Assignment and Amendment Agreement among Intel, the NFL and the Authority.*

**ii. Approval of First Amendment to Trade Contract Agreement with Alpha Video and Audio, Inc. for the content management system project**

Ms. Mary Fox-Stroman, Interim Executive Director, stated that the MSFA has a trade contract agreement with Alpha Video and Audio, Inc. for the content management system project for \$697,034.56. The content management system is the engine of all LED display boards in the stadium, and it drives all the content and graphics that are shown on the displays during events.

Ms. Fox-Stroman mentioned that Alpha Video identified a need for additional labor and equipment to improve the graphics software and to address the redundancy factor for the LED displays in the stadium. The proposed contract amendment is \$19,432.42 for this work. *See, Exhibit C.*

Commissioner Sayles Belton 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 Interim Executive Director to execute the First Amendment to the Trade Contract Agreement with Alpha Video and Audio, Inc. for the content management system project for \$19,432.42, and the total contract amount would be increased to \$716,466.98.*

**b. Report Items**

**i. Q2 2021-2022 Budget Report – December 31, 2021**

Ms. Fox-Stroman presented the Q2 2021-2022 Budget Report for the period from July 1, 2021 through December 31, 2021. *See, Exhibit D.*

## **ii. Stadium Updates**

### **a. ASM Global**

Mr. John Drum, General Manager of U.S. Bank Stadium gave an update on events. He stated that at this time last month the stadium was “loading in” the RV show, the show went very well, and the promoter is looking to return to the stadium for a future event. He said this spring has been busy as 126 baseball games were played in the stadium by 63 baseball teams from 12 states. Mr. Drum mentioned that ASM has partnered with Gather Well for COVID testing at the stadium and that onsite testing will continue through next month. He also said that the Mortenson Annual meeting had over 1,000 attendees and it was a great corporate event.

Next Mr. Drum provided an update on future events including the Medical Alley Gala that will be held in May 2022 and the Eric Church concert that is scheduled for June 11, 2022. He said ticket sales for the concert were strong and he expects it will be a sold-out concert. ASM is looking ahead to the upcoming football season at the stadium and rebuilding their event team. Hiring events are coming up at the stadium and information is also available on their website, [www.usbankstadium.com](http://www.usbankstadium.com).

Commissioner Sayles Belton inquired about the location of the Mortenson event within the stadium for a large private event. Mr. Drum said that a general session was held on the field, and they had many breakout sessions in the various clubs with food and beverages provided for their guests.

### **b. Aramark Sports & Entertainment**

Ms. Jen Freeman, General Manager of Aramark, said that they have been super busy preparing for the contractual deadline of May 1, 2022, to present their new menu pricing and presentation of new food items for the stadium. She said the food and beverage industry is very competitive and they have been working hard on the creation of new menu items.

Ms. Freeman mentioned that Aramark has been working with VeeCon for the upcoming large-scale catering event that will be held on May 20-22, 2022. Aramark is planning food for 5,000-6,000 guests on a daily basis. She also said Aramark is excited for the GSA event that will be here in June 2022 as this will be the first all-inclusive upscale food event where the food is plant based.

Ms. Freeman also mentioned that Aramark recently conducted a market survey and found for today's consumers, the experience means everything, and value is measured in moments. Aramark then embarked on creating a new brand platform and signature campaign, "Mark Your Moment." This is intended to inspire every guest to make every experience their own. Ms. Freeman mentioned Aramark employees will participate in the Earth Day activities as they will be doing cleanup in downtown Minneapolis, and they started a "Fitness Friday" program for employees with the goal to help employees establish healthy lifestyle patterns.

Commissioner Sayles Belton said she encourages and supports healthy lifestyle initiatives. She also mentioned that mental health month will help employees address anxieties in their life.

Commissioner McCarthy inquired about the recruitment process for new employees and asked if the union was helping with the hiring of new employees.

Ms. Freeman said that four nonprofit groups reached out to Aramark and inquired about concession opportunities for their organization as they are interested in enhancing their fund-raising efforts. Mr. Drum added that many of their part-time staff who love working at the stadium will be returning to work in August 2022 for the concerts. Mr. Drum said that ASM communicates with the unions, and they work together on hiring new employees.

### **iii. Minnesota Vikings Update**

Mr. Lester Bagley, Minnesota Vikings, gave an update on the Minnesota Vikings and stated that their new Coach and General Manager hit the ground running and their transition took just six weeks. The Team's recent focus has been on the upcoming Draft as Round 1 will be held on April 28, 2022, and Rounds 2-7 will continue through Saturday. He mentioned there are a lot of new and young talented players on the Vikings Team.

Mr. Bagley said the Vikings Draft Party will be a fun and exciting event at U.S. Bank Stadium as they are bringing back the Miller Lite Team and partnering with KFAN who will broadcast the event live. The doors will open at 6 P.M., the Draft begins at 7 P.M, and they are expecting 5,000 guests. Plans also

include tours of the stadium and a Vikings Women's Draft experience for fans. Mr. Bagley said approximately one week after the Draft the NFL will release the 2022 schedule. This season there will be 17 regular season games and nine of those games will be played in the stadium.

Mr. Bagley praised the Twin Cities Dunkers event that was held in the Delta 360 Sky Club and said it was a wonderful event and the food was awesome. He said the Vikings host the event about once every six years and this event was a huge success with the participation of the sports business group and the professional sports teams. He said everyone loved seeing Bud Grant who made his first appearance 65 years ago.

Mr. Bagley mentioned that Minnesota Sports & Events has been around for a few years and their goal is to increase the economic impact to the community by hosting large sporting events in Minnesota. He mentioned that it is hard to secure large events here due to the strong competition for the events. He said that large events are a great boost for the community and a big return on investment. Mr. Bagley mentioned that the state's legislative leadership has discussed funding options for Minnesota Sports & Events and that there is a bill in the Minnesota Senate for short-term funding for continuation of their operations. Lastly, Mr. Bagley mentioned that there needs to be more discussion with the legislature for long-term funding for big events.

#### **4. PUBLIC COMMENTS**

There were no public comments.

#### **5. DISCUSSION**

There was no discussion.

#### **6. ANNOUNCEMENT OF NEXT MEETING**

Chair Vekich announced that the next MSFA meeting will be held on Thursday, May 19, 2022, at Mill City Museum.

7. **ADJOURNMENT**

There being no further business to come before the MSFA, the meeting was adjourned at 9:07 A.M.

*Approved and adopted the 19<sup>th</sup> day of May 2022, by the Minnesota Sports Facilities Authority.*

\_\_\_\_\_  
Angela Burns Finney, Secretary/Treasurer

\_\_\_\_\_  
Mary Fox-Stroman, Interim Executive Director



**MEMORANDUM**

To: MSFA Commissioners

From: Jay Lindgren, General Counsel

Date: May 19, 2022

Subject: Verizon DAS Amendments

The MSFA has a license agreement with Verizon since 2015 to provide the Distributive Antennae System (“DAS”) that provides enhanced cell coverage within the Stadium. The license agreement specifies where DAS equipment is located and how Verizon pays for associated costs. The license agreement has been previously amended to address technology upgrades. Verizon has proposed two additional revisions:

- Fourth Amendment -- extends small cell antennae system and increases connectivity to the retractable bleachers
  - Fifth Amendment -- adds additional equipment throughout the Stadium.
- Verizon will pay the MSFA \$27,849.27 for the electrical use related to the DAS.

**Recommended Motion:** *The Chair and Interim Executive Director are authorized to negotiate, finalize and execute the Fourth and Fifth Amendments to the DAS License Agreement, dated November 9, 2015.*



**MEMORANDUM**

To: MSFA Commissioners

From: Michael Vekich, Chair

Date: May 19, 2022

Subject: Chair and Executive Director Job Descriptions

As we prepare to recruit a new Executive Director, I reviewed the current job descriptions for both the Chair and Executive Director. In addition to reflecting the current distribution of responsibilities, I thought this was a good opportunity to continue to improve these descriptions for the future as well. Redlines are attached with my proposed changes. In general, the revisions emphasize the external role of the Chair and the internal role of the Executive Director.

**Recommended Motion:** *The MSFA Board authorizes the Job Descriptions for the Chair and Executive Director presented on May 19, 2022.*

DRAFT

**MINNESOTA SPORTS FACILITIES AUTHORITY  
CHAIR**

**Duties and Responsibilities**

The Chair of the Minnesota Sports Facilities Authority ("MSFA") is appointed by, and serves at the pleasure of, the Governor. The Chair is primarily responsible for ensuring compliance with the provisions of Minnesota Statutes, Chapter 473J, ~~oversee~~overseeing the MSFA's strategic policies and initiatives, and taking a principal role in representing the MSFA in the community and with the MSFA's private and governmental partners.

The Chair presides at all meetings of the MSFA. The Chair is responsible for briefing MSFA ~~Members~~Commissioner, finalizing MSFA meeting agendas and related materials, coordinating the exchange of information among MSFA ~~Members~~Commissioners and staff, and encouraging ~~Member~~Commissioner involvement.

The Chair is responsible for overseeing development of the MSFA's annual budget, and participating in periodic review of the MSFA's financial statements with the MSFA Executive Director ("ED") and Director of Finance.

~~In concert with the ED and the MSFA Director of Communications, the~~The Chair is responsible for developing short and long-term communications plans and diversity, equity and inclusion programs for the MSFA, with tasks assigned to ED as required.

The Chair is responsible for monitoring compliance with the MSFA's major contracts, and is responsible for negotiations of any amendments to major contracts, including:

- ~~●~~ ~~Development Agreements~~
- Use Agreements
- Management Agreements
- Parking Agreements
- Urban Park Use Agreements

On behalf of the other MSFA ~~Members~~Commissioners, the Chair will monitor MSFA's oversight of U.S. Bank Stadium's operator, concessionaire, and security firm. In performing this oversight function, the Chair will work closely with the ED. The Chair will participate in regular meetings with the operator, concessionaire, security firm, Minnesota Vikings, and other key partners.

The Chair will be available to the MSFA staff and will meet regularly with the ED to review ongoing projects and issues involving the MSFA. On an annual basis, the Chair will conduct a performance review of the ED.

The Chair will serve as the MSFA's principal external representative with the following entities:

- State of Minnesota
  - Governor's Office
  - Executive Branch Agencies
  - Legislature
- Hennepin County
- Metropolitan Council/Metropolitan Transit
- City of Minneapolis
- Minneapolis Downtown Council
- Meet Minneapolis
- Minnesota Vikings
- [Minnesota Sports & Events](#)
- Other key stakeholders

The Chair is the MSFA's primary spokesperson and principal decision-maker relative to major events held at U.S. Bank Stadium, such as the Super Bowl, NCAA Final Four Tournament, etc. Such decision-making will be premised on consultation with MSFA ~~Members~~Commissioners, the local organizing committees and other key stakeholders.

~~The Chair's annual compensation will not exceed \$60,000.~~

## MINNESOTA SPORTS FACILITIES AUTHORITY EXECUTIVE DIRECTOR

### Duties and Responsibilities

The MSFA Executive Director reports to the Chair and serves at the pleasure ~~of the Members~~ of the MSFA Commissioners. The Executive Director is ~~primarily~~ the principal administrator directly responsible for ~~directing, managing and supervising~~ the internal operation and management, of the activities and responsibilities of the MSFA ~~staff, MSFA contractors and U.S. Bank Stadium ("Stadium") relationship partners~~. The Executive Director is responsible for implementing the MSFA's short and long-term policies and initiatives, and overseeing the management ~~of all aspects of~~ contracts that provide for Stadium operations. The Executive Director is responsible for the administration of major contracts with the MSFA.

#### Management of MSFA staff

- Financial
  - ~~Budgeting, projections,~~ Accounting, budgeting and reporting
- ~~Communications~~
- Office Administration
  - Office management
  - Document retention
  - Human resources
- Regulatory/Compliance
  - MN Government Data Practice Act
  - MN Uniform Municipal Contracting Act

#### Management of MSFA legal and consulting services

Management of, and compliance with, third-party contracts involving the MSFA

#### Management of diversity, equity and inclusion programs

#### Development of current and long-range capital plans and management of capital budget and projects

#### Coordination with the MSFA Board Chair regarding:

- Preparation and presentation of staff reports, memos and other information to Board
- Briefing ~~Members~~ Commissioners on MSFA matters
- Preparation of monthly Board packets
- Implementing Board policies and initiatives as directed
- Proposed amendments to major contracts involving the MSFA, as well as modifications to operating procedures and financial arrangements with Stadium partners such as the Minnesota Vikings, ~~SMG~~ ASM, Aramark, ~~Monterrey Security~~ security providers, etc.

Monitor and manage compliance with SMGASM Management Agreement by focusing on:

- ~~Day-to-day Stadium operations~~
- ~~Regular~~Regularly meeting with ~~SMG leadership team at the~~ASM Stadium management team
- Adherence to SMGASM's Operations Manual and its related Appendices
- Annual operating plan
- Annual operating budget
- Annual capital ~~funding~~budget plan
- Stadium maintenance plan
- SMGASM's oversight of the Stadium's security firm
- SMGASM's quality performance standards
- SMGASM's vendor ~~selecting~~selection/procurement procedures
- SMGASM's workforce composition and stability
- SMGASM's event and financial reporting

Monitor and manage compliance with the Aramark Concession Agreement by focusing on:

- Periodic review of Aramark's food and beverage, catering and concession services
- Regular meetings with Aramark's Stadium ~~leaders~~management team
- Event reports
- Aramark's menu pricing and services
- Aramark's financial reporting
- Aramark's customer satisfaction reports
- Aramark's vendor selection/procurement procedures
- Aramark's workforce composition and stability

Monitor and manage compliance with the terms of the Vikings Stadium Use Agreement by focusing on:

- Day-to-day Stadium issues involving the Vikings
- Vikings game-day events
- Participation in periodic meetings with representatives of the Vikings to resolve outstanding issues
- Vikings' consultation rights under certain circumstances
- Capital planning for the Stadium *vis-à-vis* Vikings initiatives

Monitor compliance with the MSFA's various parking agreements.

Promptly resolve issues/ crises involving the MSFA that arise spontaneously; represent the MSFA at meetings and events; interact and hold regular meetings with the MSFA Chair, SMGASM, Aramark, and other Stadium partners.



## MEMORANDUM

To: MSFA Commissioners

From: Michael Vekich, Chair

Date: May 19, 2022

Subject: Juneteenth

Juneteenth is a federal holiday, Juneteenth National Independence Day, that celebrates the end of slavery in the United States. The name is derived from the date June 19, 1865, when General Granger informed the people of Galveston, Texas that all slaves were now free – which was more than two years after President Lincoln signed the Emancipation Proclamation.

Last year, Governor Walz recognized June 19 as Juneteenth Freedom Day in the State of Minnesota.

Local governments within Minnesota have the authority to recognize Juneteenth as a holiday. Many have done so including the Cities of Minneapolis and Saint Paul, Hennepin and Ramsey Counties and the Metropolitan Council.

Juneteenth is an important opportunity for employees to commemorate the end of slavery in the United States and to honor the history of African Americans and their freedom.

**Recommended Motion:** *The Chair and Interim Executive Director are authorized to revise the MSFA Personnel Policy Manual to include Juneteenth as a MSFA holiday.*



# MINNESOTA SPORTS FACILITIES AUTHORITY

## POLICY MANUAL

<b>SUBJECT:</b>	<b>POLICY CODE NO.</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>	<b>PAGE</b>
Personnel Policy Manual	009	08/01/2012	05/10/2022	Page 39 of 50

### HOLIDAYS

Full-time and regularly-scheduled part-time employees are eligible for holiday pay immediately upon employment. Full-time employees will receive a full day of holiday pay for the following holidays and regularly-scheduled part-time employees will receive a half day of holiday pay for the following holidays. The holidays that may be observed each year are:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Eve afternoon
- Christmas Day
- New Year's Eve Afternoon

### ADDITIONAL HOLIDAY POLICIES

- If any of the holidays fall on Sunday, the following Monday will be the holiday. If any of these holidays fall on Saturday, the preceding Friday will be considered the holiday.
- Holiday pay for full-time employees will be equal to the employees' normal scheduled hours and earnings excluding overtime
- Time paid for holidays observed during the regular workweek, but not actually worked, will not be included as hours worked in the computation of overtime.
- If the holiday falls during an employee's time paid in accordance with the vacation policy, another paid day is provided at the time of the employee's approved request.
- Any employee on a leave of absence without pay from the Authority is not eligible for holiday pay.
- For non-exempt employees required to work on a day when the Authority is observing a holiday in accordance with the above policy, non-exempt employees will receive their holiday pay plus pay at their regular hourly rate for the hours worked that day.
- For exempt employees required to work on a day when the Authority is observing a holiday in accordance with the above policy, they may bank the holiday and take the paid time off at a later date with approval from their supervisor.



**MEMORANDUM**

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Interim Executive Director

DATE: May 19, 2022

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 the same terms for the period from July 1, 2022 through June 30, 2023, \$40-45 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 Interim Executive Director to execute the parking agreement with Timeshare Systems, Inc. for the period from July 1, 2022 through June 30, 2023.*



## MEMORANDUM

TO: MSFA Commissioners

FROM: Mary Fox-Stroman, Interim Executive Director

DATE: May 19, 2022

SUBJECT: Authorize Negotiation for Casualty Insurance Program

The Minnesota Sports Facilities Authority has a professional services agreement with CBIZ, our casualty insurance broker, to market the following insurance policies to various insurance carriers: Commercial general liability, excess liability, garage keepers' liability, crime, cyber/privacy liability, public officials and employment liability, workers compensation, and terrorism insurance. CBIZ contacted the incumbent carriers as well as several other carriers for quotes. Several carriers have expressed an interest in the program and provided insurance indications, however the quotes are not yet finalized.

CBIZ continues to negotiate with the carriers for coverages and pricing. CBIZ will receive final quotes within the next few weeks and will provide the Authority with a detailed report on each policy's coverages, limitations, and premium.

The casualty insurance policies expire on June 17, 2022. Staff is requesting authorization for the Chair and Interim Executive Director to finalize negotiations and enter into contracts for the casualty insurance program.

**Recommended Motion:** *The Minnesota Sports Facilities Authority authorizes the Chair and Interim Executive Director to finalize negotiations and enter into contracts for the casualty insurance program. A full insurance report will be presented at a future board meeting.*