



MINNESOTA SPORTS FACILITIES AUTHORITY
Minutes of July 21, 2017 Meeting

U.S. Bank Stadium - Hyundai Club
401 Chicago Avenue, Minneapolis, MN 55415

1. CALL TO ORDER

Chair Blatz called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:00 A.M.

2. ROLL CALL

Commissioners present: Kathleen Blatz, Tony Sertich, Barbara Butts Williams and Laura Bishop
Commissioner absent: Bill McCarthy

3. ADOPTION OF AGENDA

Prior to approving the meeting agenda, Governor Mark Dayton addressed the Board and thanked Chair Blatz for her service to the MSFA. He acknowledged that she arrived in a time of difficulty, and her credentials and integrity helped the MSFA regain the public’s trust. Governor Dayton then presented Chair Blatz with a proclamation designating July 21, 2017 “*Chief Justice Blatz Day in Minnesota*”.

Following Governor Dayton’s remarks, Chair Blatz presented the proposed agenda for the meeting. She recommended revising the agenda to include an additional action item for the appointment of a MSFA representative to the Stadium Design and Construction (“SDC”) Group. Chair Blatz and Executive Director Rick Evans were designated as the MSFA representatives in April 2017; however, with the appointment of Michael Vekich as Chair effective July 22, 2017, Chair Blatz suggested that the Board consider appointing Mr. Vekich to replace her on the SDC Group. Commissioner Sertich moved approval of the agenda as revised. That motion was seconded by Commissioner Butts Williams and unanimously adopted.

4. APPROVAL OF PRIOR MEETING MINUTES

Chair Blatz confirmed that the Commissioners had received and reviewed the draft minutes of the MSFA’s prior meeting. Commissioner Butts Williams moved to approve the June 22, 2017 meeting

minutes as presented. That motion was seconded by Commissioner Sertich and unanimously adopted. See, Exhibit A.

5. CHAIR'S REPORT

Chair Blatz welcomed new Chair Michael Vekich, and new Commissioner Laura Bishop. Chair Blatz stated that both individuals have impressive backgrounds and qualifications, and that they will bring great leadership to the MSFA.

Chair Blatz noted that Mr. Vekich had deep experience in both the private and public sectors. His many accomplishments include membership on BNCCORP's Board of Directors, service as President of the National Association of Corporate Directors, and service as Chair of the Minnesota State Board of Trustees.

Ms. Bishop is Chief Corporate Responsibility and Sustainability Officer for Best Buy Co., Inc. In that capacity, she is responsible for developing and implementing Best Buy's goals, programming and policies related to environmental, social and community initiatives. Ms. Bishop spent much of her career in the public sector, and previously worked for the White House, the U.S. Department of State at the U.S. Embassy in Switzerland, the State of Minnesota, and the United States Senate. Commissioner Bishop's MSFA position is effective immediately, and Chair Vekich's term will begin July 22, 2017.

Chair Blatz reported that the X-Games recently were hosted at U.S. Bank Stadium ("Stadium"), and nearly 400 million viewers will watch the event on television throughout the year. She stated over 110,000 people attended the event at the Stadium to witness the competition. Chair Blatz then announced that ESPN will be bringing the X-Games back to Minneapolis in the summer of 2018, and the Stadium once again will be the host site.

Chair Blatz reported that the Stadium's construction close-out is still progressing. She stated crews will begin working on the exterior metal panels beginning July 24, 2017. Fortunately, only 10% of the panels are damaged, and it is estimated that it will take approximately two weeks to complete the repairs. There are also budgeted capital improvements that will begin inside the Stadium and the MSFA is reviewing responses to recent requests for proposals for the work. Chair Blatz stated that a special Board meeting may be necessary in the coming weeks to consider any contracts that exceed \$250,000.

Chair Blatz noted that a year ago the Stadium officially opened its doors to the public. Since the grand opening in 2016, the Stadium has hosted over 600 events and more than 1.6 million people have visited the facility. These events include, but are not limited to, football, amateur baseball, professional soccer, weddings and concerts. The Stadium launched a tour program last fall that has brought over 88,000 visitors from around the world. Chair Blatz then thanked SMG, Aramark Entertainment, LLC ("Aramark"), and the Minnesota Vikings for their work and accomplishments over the past year. She stated that she is impressed with their dedication to fan experience and commitment to continuous improvement.

6. **BUSINESS**

a. **Action Items**

i. **Adopt Chair's Duties and Responsibilities**

Chair Blatz presented a memorandum listing the duties and responsibilities of the MSFA Chair. See, Exhibit B

Commissioner Butts Williams thanked Chair Blatz for putting together the list of duties and responsibilities for both the Chair and the Executive Director. Commissioner Butts Williams reviewed both roles, and conveyed her support for each position's proposed responsibilities. She also recommended that the MSFA create a similar memorandum for the duties of the Commissioners. Chair Blatz responded that a rough draft of the Commissioners' roles has been created, but that it needed additional work. She noted that when the memorandum is complete, it will be presented to the Board for final review and approval.

Following discussion, Commissioner Bishop moved and Commissioner Butts Williams seconded the motion to approve the Chair's duties and responsibilities as presented. Following further discussion, that motion was unanimously approved and adopted.

ii. **Approve Chair's Annual Compensation**

Chair Blatz presented a memorandum and recommendation providing that the part-time position of MSFA Chair have an annual salary of \$60,000. See, Exhibit C. Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

Effective July 22, 2017, the MSFA Chair's annual compensation shall be \$60,000.

iii. **Adopt Executive Director's Duties and Responsibilities**

Chair Blatz presented a memorandum listing the duties and responsibilities of the MSFA's Executive Director. Following discussion, Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the Executive Director's duties and responsibilities as presented, which was unanimously adopted. See, Exhibit D.

iv. **Adopt Code of Ethics Policies and Procedures**

Chair Blatz presented a memorandum and recommendation regarding the MSFA's Code of Ethics. See, Exhibit E. Commissioner Butts Williams moved and Commissioner Bishop seconded the motion to approve the following recommendation, which was unanimously adopted:

The Minnesota Sports Facilities Authority ("MSFA" or "Authority") was created by Minnesota Laws 2012, Chapter 299 ("Act"). The Authority controls, operates and is responsible for the management of U.S. Bank Stadium. The purpose of this policy is to comply with the State of Minnesota's executive branch Code of Ethics to ensure that MSFA Commissioners and staff do not receive any benefits or privileges due to their affiliation with the Authority.

v. Adopt Political Activities Policies and Procedures

Chair Blatz presented a memorandum and recommendation relating to policies and procedures regarding the MSFA staff's and Commissioners' involvement in political activities. See, Exhibit F. Following discussion, Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

MSFA employees and MSFA Commissioners may exercise their individual rights as citizens to participate in the activities of their community, except where due to their public employment, conflicting interests may exist.

vi. Approve Marketing Plan for MSFA Suites

Chair Blatz presented a memorandum and recommendation to approve a marketing plan for the MSFA suites in the Stadium. See, Exhibit G. She explained that SMG, as operator of the Stadium, leads the effort to market the Stadium. SMG's focus is on attracting new business to the Stadium, as well as working to secure repeat business from previous users and promoters. Chair Blatz stated the MSFA will supervise SMG's marketing efforts and, of course, will assist in promoting the Stadium. Part of the new marketing plan will give SMG discretion to sell one suite for non-Viking events, in addition to the right to use the other suite for marketing purposes.

Chair Blatz noted that the Minnesota Vikings have expressed concerns about the MSFA allowing SMG to sell a suite for non-Viking events, and to otherwise manage the use of both suites. She called on Lester Bagley, Executive Vice President for the Minnesota Vikings, to address the Team's concerns. Mr. Bagley stated that allowing the MSFA to sell the suites would be a unilateral change and violation of the MSFA-Minnesota Vikings' *Use Agreement*. Jay Lindgren, MSFA legal counsel, disagreed with Mr. Bagley and stated that the Vikings only have exclusive control of the Stadium suites during NFL events; therefore, selling the suites for MSFA events would not breach the *Use Agreement*. Mr. Bagley concluded his remarks by thanking Chair Blatz for her work over the past five months, and stated that the Vikings would miss her leadership.

Following discussion regarding the Vikings' concerns, Chair Blatz stated that if the Board adopts the proposed marketing plan, a meeting will be held between incoming Chair Vekich, MSFA staff and counsel, and representatives of the Vikings to further discuss implementation of the plan. If the MSFA decides that changes to the plan are needed, such changes will be addressed at a future meeting of the Board.

Commissioner Butts Williams questioned the language "if desired" in the memorandum explaining the marketing plan. She stated that there may be better language that could be incorporated that is more definite and clear. Mr. Lindgren suggested that the memorandum delete the phrase "if desired" and replace it with "at SMG's discretion". All Commissioners agreed with that revision.

Commissioner Bishop noted that Commissioners should attend some of the events at the Stadium and asked how this proposed change in suite management might affect Commissioners' work on event days. Chair Blatz responded that SMG understands that the MSFA will be participating in marketing the Stadium and that two MSFA Commissioners will be able to attend events in each suite at the same time. This is to ensure

there will not be a quorum of Commissioners present in one suite at the same time, thereby potentially violating the State's Open Meeting Law.

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

The MSFA grants SMG the authority to use the tickets for the MSFA suites in U.S. Bank Stadium for marketing purposes during NFL events and non-NFL events, and to sell the suite(s) for MSFA events at SMG's discretion.

vii. Authorize Negotiation and Execution of Contract with Employment Assistant Firm

Chair Blatz presented a memorandum and recommendation to authorize MSFA staff to negotiate a contract with Summit Academy OIC to continue to conduct outreach programs for potential employees at the Stadium. See, Exhibit H.

Commissioner Butts Williams asked if the change in the MSFA's fiscal year will impact contracts that need renewal, and Mr. Lindgren stated that the change will not affect any of the contracts. Following discussion, Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

The MSFA authorizes the Executive Director to negotiate and execute a contract not to exceed \$100,000 covering the period July 1, 2017 – June 30, 2018 with Summit Academy OIC to serve as the MSFA's employment assistance firm.

viii. Appointment of MSFA Representative to SDC Group

Chair Blatz presented a memorandum and recommendation to appoint Michael Vekich to replace her as one of the MSFA representatives on the SDC Group. See, Exhibit I. Commissioner Bishop moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

The Minnesota Sports Facilities Authority appoints Chair Michael Vekich as an Authority Representative to the SDC Group, effective July 22, 2017, and authorizes the Executive Director to provide written notice of this appointment to the Minnesota Vikings.

7. PUBLIC COMMENTS / DISCUSSION

There were no public comments.

Commissioner Butts Williams thanked Chair Blatz for all her work on behalf of the MSFA, and stated that she set a great example for all to follow. Commissioner Sertich agreed, and stated that Chair Blatz served both the MSFA and the public well. Although he is sad to see her leave, Commissioner Sertich stated that he is looking forward to working with the new Chair, Michael Vekich.

Chair Blatz thanked Commissioners Butts Williams and Sertich for their kind words. She stated that she respected the leadership supplied by her colleagues and was grateful for their service on behalf of the public. Chair Blatz stated that her only disappointment was that she will not be able to work with Commissioner Bishop at the MSFA, but that she will admire her work from afar. She then expressed gratitude to the MSFA staff, consultants and partners for their tremendous work during her time at the Authority. Finally, Chair Blatz thanked the public for their support, care and the concerns they communicated to the MSFA during her tenure. She stated that the public's voice is integral to the work of the MSFA, and the efforts made by the public to be heard and involved are much appreciated.

8. ANNOUNCEMENT OF NEXT MEETING

Chair Blatz announced that the next MSFA meeting will be held August 25, 2017 at 9:00 A.M. at U.S. Bank Stadium.

9. ADJOURNMENT

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

Approved and adopted the 25th day of August 2017, by the Minnesota Sports Facilities Authority.



TONY SERTICH, Secretary/Treasurer



RICHARD G. EVANS, Executive Director



EXHIBIT A

MINNESOTA SPORTS FACILITIES AUTHORITY
Minutes of June 22, 2017 Meeting

Mill City Museum
704 South 2nd Street, Minneapolis, MN 55415

1. CALL TO ORDER

Chair Blatz called the meeting of the Minnesota Sports Facilities Authority (“MSFA” or “Authority”) to order at 9:00 A.M.

2. ROLL CALL

Commissioners present: Kathleen Blatz, Bill McCarthy, Tony Sertich and Barbara Butts Williams.

3. ADOPTION OF AGENDA

Chair Blatz presented the proposed agenda for the meeting. Rick Evans, MSFA Executive Director, recommended revising the agenda to include an additional action item. Mr. Evans explained the MSFA’s contract with the law firm of Lockridge Grindal Nauen expired at the end of May with the adjournment of the 2017 legislative session. He recommended the contract temporarily be extended on a month-to-month basis. Commissioner Sertich moved approval of the agenda as revised. That motion was seconded by Commissioner Butts Williams and unanimously adopted.

4. APPROVAL OF PRIOR MEETING MINUTES

Chair Blatz confirmed that the Commissioners had received and reviewed the draft minutes of the MSFA’s prior meeting. Commissioner McCarthy moved to approve the May 26, 2017 meeting minutes as presented. That motion was seconded by Commissioner Sertich and unanimously adopted. See, Exhibit A.

5. CHAIR’S REPORT

Chair Blatz reported that the Board changed the date of this meeting due to the fact that the MSFA staff needed additional time because of the change in the Authority’s fiscal year, which was approved at the Board’s last meeting. She thanked all staff members for their hard work during the important transition period.

Chair Blatz reported that Mr. Evans would report on the ongoing investigation of Monterrey Security Consultants, Inc. (“Monterrey”) in greater detail during his Executive Director’s report later in the meeting, but noted that one or more complaints apparently had been filed with the Minnesota Board of Private Detectives and Protective Agents (“MBPDPA”). She stated that while no one has submitted a report directly to the MSFA, the MSFA takes these reported allegations very seriously. Chair Blatz stated that she welcomed a professional review by the MBPDPA, and that based on the outcome of the MBPDPA investigation, the MSFA will take appropriate action. Meanwhile, she reported Mr. Evans is involved in overseeing an independent investigation of Monterrey that is being conducted by counsel for SMG, U.S. Bank Stadium (“Stadium”) operator.

Finally, Chair Blatz reported that the MSFA would be considering applying the state’s code of ethics to both MSFA Commissioners and staff, and would be reviewing significant changes to the Chair’s roles and responsibilities. Although the legislation considered by the Minnesota House and Senate during the recently adjourned session ultimately was not enacted, Chair Blatz thought it important that the MSFA continually take steps to move forward and make improvements relative to governance matters. Accordingly, she said she would be asking the MSFA to adopt a code of ethics that, once approved, would become immediately effective.

6. **BUSINESS**

a. **Action Items**

i. **Adopt Code of Ethics**

Chair Blatz presented a memorandum and recommendation clarifying that MSFA Commissioners and staff will be covered under existing statutes that (i) provide a code of ethics for employees in the executive branch of state government, and (ii) prohibit certain political activities. *See, Exhibit B*.

Commissioner McCarthy inquired as to when the MSFA’s policies and procedures relating to the state code of ethics would be available for the Commissioners to review, and Mr. Evans responded that he expected they will be distributed in advance of the MSFA’s next meeting. Commissioner Butts Williams stated that she appreciates the clarification regarding this matter, and particularly likes the fact that the code of ethics and prohibition against certain political activities are being dealt with separately.

Following further discussion, Commissioner Sertich moved and Commissioner McCarthy seconded the motion to approve the following recommendation, which was unanimously adopted:

The MSFA Board declares that, effective immediately, MSFA Commissioners and employees shall comply with all applicable provisions of Minn. Stat. §§ 43A.32 and 43A.38, and the state code of conduct. The Executive Director shall prepare and present for review and approval at a future Board meeting appropriate MSFA policies and procedures relating to the state’s code of ethics, including the prohibition against certain political activities

ii. Consider MSFA Chair's Job Description and Approve Chair's Annual Compensation

Chair Blatz presented a memorandum and recommendation providing that (i) the Chair is a part-time position with annual compensation not to exceed \$60,000, and (ii) clarifying the roles and responsibilities of the Chair. See, Exhibit C.

Commissioner McCarthy mentioned that over the years the MSFA had spent countless hours discussing this matter, and noted it was expected the Chair eventually would become less involved once the focus transitioned from Stadium construction to ongoing operations. He stated he believes that converting to a part-time Chair is a good idea.

Commissioner Butts Williams stated that there are many partners and consultants that continue to be involved with the Stadium's operations, and noted that some of their duties and responsibilities may be embedded within the Chair's role. She believes that when the new job descriptions are finalized, the Authority should compare all MSFA management roles, and look for any gaps to ensure that all necessary duties are fulfilled.

Commissioner Sertich suggested that the Chair's job description should state that the position reports to the Governor. Chair Blatz noted that updated job descriptions will be circulated for review and comment before the July Board meeting, and stated that recommendations and clarifications from Commissioners are encouraged and will be discussed at the MSFA's next meeting.

Before voting, Mr. Evans suggested that the phrase "*the attached job description for the MSFA Chair shall be adopted*" be deleted from the proposed recommendation. Following further discussion, Commissioner Sertich moved and Commissioner McCarthy seconded the motion to approve the following recommendation, which was unanimously adopted:

Effective immediately, the Chair of the MSFA shall be designated a part-time position and the annual salary of the Chair shall be established at an amount not to exceed \$60,000.

iii. Approve FY 2018 Salary and Wage Rate Recommendation for MSFA Staff

Chair Blatz asked Mr. Evans to address the recommendation regarding a salary and wage increase for MSFA employees. See, Exhibit D. Mr. Evans stated that the MSFA staff has worked very hard and performed admirably over the past 18 months under sometimes difficult circumstances, and suggested the proposed salary increase is not only fair but well-deserved.

Commissioner Butts Williams stated that she has on numerous occasions observed the work of the MSFA staff, and believes they perform exceptional work. She also noted that their jobs have not been easy, and she fully supported the recommended wage increase. Commissioner Sertich also expressed his appreciation towards the staff, and thanked them for their diligence and hard work. He complimented the research that was conducted in order to determine a fair compensation increase.

Mr. Evans added that the current staff has not received a salary/wage increase since January 2016. He clarified that the Executive Director's position is not included in the proposed salary increase.

Following further discussion, Commissioner McCarthy moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

The MSFA approves a salary and wage rate increase of 4.5% for the four designated MSFA staff positions effective July 1, 2017.

iv. Approve Parking Agreement with Timeshare Systems, Inc.

Chair Blatz asked Mr. Evans to report on the recommendation to approve a parking agreement with Timeshare Systems, Inc. ("TSI"). Mr. Evans reminded the Board that pursuant to state statute the MSFA is obligated to provide the Minnesota Vikings with 2,500 game-day parking spaces adjacent to or near the Stadium, and that 935 of those spaces were leased from TSI last year. He stated the MSFA staff has negotiated more favorable pricing from TSI for the Vikings' upcoming 2017-18 season and he, therefore, urged approval of the proposed recommendation. See, Exhibit E.

Following discussion, Commissioner Butts Williams moved and Commissioner Sertich seconded the motion to approve the following recommendation, which was unanimously adopted:

The Board ratifies and approves the Parking Agreement between the MSFA and Timeshare Systems, Inc. ("TSI") dated April 18, 2016, and authorizes the Executive Director to negotiate and execute the lease of 935 spaces at three TSI-owned parking facilities for the Minnesota Vikings' 2017-18 regular and pre-season for a total cost of \$407,000, plus tax.

v. Authorize Intel FreeD License Agreement

Mr. Evans presented the recommendation regarding a proposed *License Agreement* with Intel Services Division, LLC ("Intel") FreeD. He reminded the MSFA that, as reported at its last Board meeting, this transaction would be at no cost to the Authority and that Intel actually will be paying rent for space at the Stadium it will be using relative to this project. See, Exhibit F.

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

The Board authorizes (i) the Executive Director and Chair to finalize and enter into a License Agreement with Intel Services Division LLC, and (ii) the Executive Director to provide consent under §16.8 of the Seconded Amended and Restated Stadium Use Agreement to implement the Intel FreeD camera system (as described in the License Agreement) as a supplemental communication system, and enter into an agreement with the Minnesota Vikings to reflect that consent.

vi. Authorize Amendment to Food and Beverage, Catering and Concession Agreement

Chair Blatz asked Mr. Evans to report on the recommended modifications to the current *Food and Beverage, Catering and Concession Agreement* with Aramark Sports & Entertainment Services, LLC (“Aramark”). Mr. Evans explained the need to simplify the pricing methodology currently used for services that Aramark provides the MSFA, SMG and Minnesota Vikings. He also explained proposed minor adjustments to certain commission rates charged by Aramark, and the additional commitment for an investment in “smallwares” by Aramark. See, Exhibit G.

Commissioner McCarthy asked if the current Aramark contract is with SMG or the MSFA, and Mr. Evans responded that the contract is with the MSFA, but explained that SMG has been delegated the responsibility to supervise Aramark. Commissioner McCarthy then asked if the particular concession stands where commission rates are being reconsidered are operated by independent contractors or Aramark, and Mr. Evans confirmed that the stands are operated by Aramark.

Chair Blatz then recognized Craig Skiem, an MSFA consultant, who commented on the revised commission structure and additional capital investment by Aramark.

Following further discussion, Commissioner McCarthy moved and Commissioner Sertich seconded the motion to approve the following recommendation, which was unanimously adopted:

The MSFA authorizes the Executive Director to negotiate, and the Chair and Executive Director to execute, an amendment to the Food and Beverage, Catering and Concessions Agreement with Aramark dated January 30, 2015, consistent with the terms of Exhibit G.

vii. Adopt the MSFA’s FY 2016-17 (18-Month) Forecast

Mary Fox-Stroman, Director of Finance, presented the MSFA staff’s financial forecast for the period January 1, 2016 through June 30, 2017, which included estimates for revenues, expenses, net income, and ending account balances for that 18-month period. Ms. Fox-Stroman discussed in detail the Operating Account, operating revenues, operating expenses, non-operating revenues and expenses, and the ending Operating Account balance. She reviewed the Capital Reserve Account and Concession Capital Reserve Account revenues, expenses and ending account balances. See, Exhibit H.

Commissioner McCarthy asked Ms. Fox-Stroman where the fee for SMG is accounted for, and Ms. Fox-Stroman stated that it is included in the operating expense line titled “*Expenses from Stadium Operations and SMG Fee*”.

Chair Blatz asked Ms. Fox-Stroman when the final fiscal year-end (June 30, 2017) 18-month forecast comparative report would be available, and Ms. Fox-Stroman estimated it would be in the September-October 2017 time period.

Following further discussion, Commissioner Butts Williams moved and Commissioner McCarthy seconded the motion to approve the following recommendation, which was unanimously adopted:

The Minnesota Sports Facilities Authority adopts the attached Forecast for the 18-month fiscal period from January 1, 2016 through June 30, 2017.

viii. Adopt MSFA's FY 2017-18 Budget

Ms. Fox-Stroman introduced SMG's Finance Director, Justin Ronning, and together they presented the proposed 2017-18 budget. Ms. Fox-Stroman explained that the 2017-18 fiscal year covers the period from July 1, 2017 through June 30, 2018, and is the second year of operations of the Stadium. Ms. Fox-Stroman discussed highlights of the Operating Account, Capital Reserve Account, and Concession Capital Reserve Account as noted in the Memorandum. Mr. Ronning discussed highlights of the SMG FY 2017-18 budget for the Stadium. See, Exhibit I.

Mr. Evans stated there are a lot of technical components and complexities involved in the MSFA's 2017-18 budget. He stressed the importance of financial transparency in representing the public's interest. He solicited feedback and recommendations from the Commissioners.

Commissioner Butts Williams asked if the Board would be able to compare the 2017-18 budget with the 2016-17 (18-month) actual results once the final numbers are available. Mr. Evans responded that a report shows the forecast and the final results will be presented at a future MSFA meeting.

Commissioner McCarthy stated that he is impressed with the strong first-year results, and thanked SMG for doing a great job marketing and operating the Stadium. Chair Blatz announced that there have been over 600 events at the Stadium since its opening in July 2016.

Following further discussion, Commissioner Sertich moved and Commissioner Butts Williams seconded the motion to approve the following recommendation, which was unanimously adopted:

The Minnesota Sports Facilities Authority adopts the attached 2017-18 budget, including authorization for the additional capital expense of \$1.7 million from the Concessions Capital Reserve Account for capital improvements and service enhancements to the Stadium's food and beverage, catering, and concessions operations as included in the budget.

ix. Approval of Contract Extension with Lockridge Grindal Nauen PLLP

Chair Blatz stated that the MSFA will continue to utilize the services of Lockridge Grindal Nauen for government relations matters during the next several months, and will be posting a Request for Proposal later in the summer for future government relations services.

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

The Minnesota Sports Facilities Authority approves the extension of the Lockridge Grindal Nauen PLLP contract on a month-to-month basis on the same financial terms as the previous contract.

b. Report Items

i. Executive Director Report

Mr. Evans gave the Executive Director's report. He provided the Board with an update on the condition of the Stadium's escalators, and reported that two additional escalators recently malfunctioned, bringing the total count to ten escalators that needed to be repaired. Those ten escalators were temporarily out of service because the plastic demarcation inserts on the stairs had degraded due to the cleaning product that had been applied. The repair costs are now estimated to be approximately \$125,000, and the MSFA has sent a "reservation of rights" letter to SMG. Mr. Evans stated that neither the MSFA nor the public will be responsible for the cost of the escalator repairs.

Mr. Evans announced that over the past several months the MSFA has participated in many productive, cooperative meetings involving the Stadium design team, including the architect and structural engineer, as well as the general contractor and multiple subcontractors. Those meetings have been focusing primarily on the durability of the fastening system for the Stadium's various exterior metal panels, as well as the water-resistant barrier on the outside of the stud wall panels behind the exterior panels. Mr. Evans stated that resolving all remaining outstanding issues is the highest priority, and he and the MSFA's other representatives are diligently working to bring this matter to a successful closure.

Mr. Evans stated that as reported in the press, charges of alleged misconduct apparently have been filed against Monterrey Security with the MBPDPA. Both Chair Blatz and Mr. Evans have reached out to that board; however, the MBPDPA is unable to share any information and could not even confirm that an investigation was being conducted, much less what allegations are contained in the complaint. SMG has a contract with Monterrey, so SMG has engaged a law firm to conduct an independent investigation. Mr. Evans has been in contact with the lawyer spearheading that investigation, and has been assured the MSFA will be kept informed on a weekly basis as the investigation progresses. Mr. Evans stated that it was his understanding that Monterrey is fully cooperating with both the MBPDPA and SMG investigations, and he promised to keep the Commissioners updated as more information becomes available.

7. PUBLIC COMMENTS / DISCUSSION

There were no public comments.

8. ANNOUNCEMENT OF NEXT MEETING

Chair Blatz announced that the next MSFA meeting will be held July 21, 2017 at 9:00 A.M. in the Hyundai Club at U.S. Bank Stadium.

9. ADJOURNMENT

There being no further business to come before the MSFA, Commissioner McCarthy made a motion to adjourn the meeting, which was seconded by Commissioner Butts Williams and unanimously adopted. The meeting was adjourned at approximately 10:30 A.M.

Approved and adopted the 21st day of July 2017, by the Minnesota Sports Facilities Authority.



TONY SERTICH, Secretary/Treasurer



RICHARD G. EVANS, Executive Director



EXHIBIT B

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, 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, finalizing MSFA meeting agendas and related materials, coordinating the exchange of information among MSFA Members and staff, and encouraging Member involvement.

The Chair is responsible for overseeing development of the MSFA’s annual budget, and participating in periodic reviews 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 Chair is responsible for developing short and long-term communications plans for the MSFA.

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, 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
- Green Minneapolis (The Commons operator)
- Minnesota Vikings
- 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, the local organizing committees and other key stakeholders.

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



EXHIBIT C

MEMORANDUM

To: MSFA Members
From: Kathleen Blatz, Interim Chair
Date: July 21, 2017
Subject: Chair's Annual Compensation

On June 22, 2017, the MSFA unanimously voted to (i) make the MSFA Chair a part-time position, and (ii) establish the Chair's compensation at an annual rate not to exceed \$60,000.

On July 13, 2017, Governor Mark Dayton appointed Michael Vekich to the position of Chair of the MSFA effective July 21, 2017.

Recommendation: *Effective July 22, 2017, the MSFA Chair's annual compensation shall be \$60,000.*



EXHIBIT D

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. The Executive Director is primarily responsible for directing, managing and supervising 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 management of all aspects of Stadium operations. The Executive Director is responsible for the administration of major contracts with the MSFA.

Management of MSFA staff

- Financial
 - Budgeting, projections, reporting
- Communications
- Administration
 - Office management
 - Document retention
 - Human resources
- Regulatory/Compliance
 - *MN Government Data Practice Act*

Management of MSFA legal and consulting services

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

Coordination with the MSFA Board Chair regarding:

- Preparation and presentation of staff reports, memos and other information to the Board
- Briefing Members 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, Aramark, Monterrey Security, etc.

Monitor compliance with SMG Management Agreement by focusing on:

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

Monitor 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
- 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, SMG, Aramark, and other Stadium partners



MINNESOTA SPORTS FACILITIES AUTHORITY

POLICY STATEMENT

EXHIBIT E

SUBJECT: Code of Ethics	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
			7/21/2017	N/A

PURPOSE

The Minnesota Sports Facilities Authority (“MSFA” or “Authority”) was created by Minnesota Laws 2012, Chapter 299 (“Act”). The Authority controls, operates and is responsible for the management of U.S. Bank Stadium (“Stadium”).

The purpose of this policy is to comply with the State of Minnesota’s executive branch *Code of Ethics* to ensure that MSFA Members and staff do not receive any benefits or privileges due to their affiliation with the Authority.

POLICY - CODE OF ETHICS

A. Acceptance of Gifts or Favors

Employees and Members of the MSFA, in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service, or promise of future employment, or other future benefit from any source, except the MSFA, for any activity related to the duties of the employee or Member unless otherwise provided by law.

Notwithstanding the foregoing, the acceptance of any of the following shall not be in violation of this policy:

1. Gifts or textbooks of nominal value may be accepted pursuant to Minn. Stat. §43A.38 and §15.43.
2. Plaques or similar mementos recognizing service.
3. Reimbursement of expenses for travel or meals, not to exceed actual expenses incurred, that are not otherwise reimbursed by the MSFA and that have been approved in advance by the MSFA Executive Director or MSFA Chair as part of the employee’s or Member’s work assignment.
4. Honoraria or expenses paid for papers, talks, demonstrations or appearances



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made by employees or MSFA Members on their own time for which they are not compensated by the MSFA. Employees and MSFA Members who qualify as local or public officials under the *Ethics in Government Act* must comply with the gift prohibition provision of Minn. Stat. §10A.071.

B. Falsification or Misrepresentation of Information

No MSFA employee or applicant for employment, and no Member of the MSFA, shall intentionally provide information he/she knows to be false to the MSFA, its employees or agents, or members of the public.

C. Use of Confidential Information

An employee or Member of the MSFA shall not use confidential information to further his/her private interest, and shall not accept outside employment or involvement in a business or activity that will require the disclosure or use of confidential information.

For purposes of this policy, “confidential information” is defined as any information obtained under government authority that has not become part of the body of public information and that, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of an individual or a business.

D. Data Practices

The MSFA collects creates, receives, maintains and disseminates government data in accordance with the *Minnesota Government Data Practices Act*. MSFA employees and MSFA Members may have access to public or non-public data on individuals. MSFA Members and employees are prohibited from using data on individuals for personal benefit, and from providing access to others who are not properly authorized. Violation of this policy may result in disciplinary action.



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E. Use of State Property

MSFA employees and MSFA Members shall not use, or allow the use of, MSFA's time, supplies or property/equipment for the individuals's private interest, or any other use not in the interest of the MSFA, except as may be provided by law.

F. Conflicts of Interest

Attending an event at the Stadium in the MSFA employee's or Member's official capacity is not a conflict of interest.

The following actions by a MSFA employee or Member shall be deemed a conflict of interest, and may be subject to disciplinary action:

1. Use or attempted use of the individual's official position to secure benefits, privileges, exemptions, or advantages for the individual or his/her relative(s), or an organization with which he/she is associated that are different from those available to the general public.
2. Acceptance of other employment or a contractual relationship that will affect the individual's independence of judgment in the exercise of the his/her official duties.
3. Acting as an agent or attorney in any action or matter pending before the MSFA, except in the proper discharge of his/her official duties or on the employee's or Member's own behalf.
4. MSFA employees and MSFA Members who qualify as local or public officials under the *Ethics in Government Act* must comply with the conflict of interest provisions of Minn. Stat. §10.A.07.

G. Determination of Conflict of Interest

When an employee or Member believes the potential for a conflict of interest exists, it shall be



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his/her responsibility to avoid the situation and immediately notify MSFA’s Executive Director or MSFA Chair. A conflict of interest shall be deemed to exist when a review of the situation by the employee, Member, Executive Director or Chair, determines any of the following conditions are present:

1. The use for private gain or advantage of MSFA time, facilities, equipment or supplies, or prestige or influence of his/her MSFA office or employment.
2. Receipt or acceptance by an employee or Member of money or other item of value from anyone other than the MSFA for the performance of an act that the employee or Member would be required or expected to perform in the regular course or hours of MSFA employment or as part of his/her official duties.
3. Outside employment by a business that is subject to the direct or indirect control, inspection, review, audit, or enforcement by the MSFA
4. The performance of an act in other than the Member’s or employee’s official capacity that may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the MSFA.

H. Resolution of Conflict of Interest

If the employee, Member, Chair or Executive Director determines that a conflict of interest exists that can be eliminated by reassigning responsibility for a particular matter, that matter will be assigned to another person who does not have a conflict of interest. If it is not possible to assign the matter to someone who does not have a conflict of interest, interested persons shall be notified of the conflict and the conflicted employee or Member may proceed with the assignment.

I. Lobbyist Registration

MSFA Members and employees who devote more than 50 hours in any month to influence administrative or legislative action related to the operation of the MSFA must register with the State Campaign Finance and Public Disclosure Board as a lobbyist within five (5) days after becoming a lobbyist.



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Lobbyist activities include direct communication or urging others to communicate with public or local officials, including time spent monitoring legislative or administrative action, and related research, analysis and compilation and dissemination of information relating to legislative or administrative policies in Minnesota.

J. Acceptance of Advantage by MSFA Members and Employees; Prohibited Interests in Contracts

No MSFA Member or employee who is in direct contact with suppliers or potential suppliers to the MSFA, or who may directly or indirectly influence a purchasing decision by establishing specifications, testing products, evaluating contracted services, or otherwise has official involvement in the purchasing or contracting process may:

1. Have any financial interest or personal beneficial interest directly or indirectly in contracts or purchase orders for goods or services used by, purchased by, or furnished to the MSFA; or
2. Accept directly or indirectly from a person, firm, or corporation to which a contract or purchase order has been or may be awarded, a rebate, gift, money, or anything of value or promise, obligation, or contract for future reward.

K. Statement of Economic Interest

Under Minn. Stat. §10A.09, individuals who are appointed to positions that qualify those individuals as “public officials” or “local officials” must file a statement of economic interest. Public officials must file their statements with the Campaign Finance and Public Disclosure Board. Local officials must file their statements with the governing body of the official’s political subdivision. Copies of statements of economic interest for MSFA Members and the Executive Director shall be maintained on file at the MSFA.



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Minn. Stat. §10A.09, subd. 6 states in part: *“Each individual who is required to file a statement of economic interest shall file a supplementary statement on April 15 of each year that the individual remains in office if information on the most recently filed statement has changed.”*



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POLICY STATEMENT

EXHIBIT F

SUBJECT: Political Activities	POLICY CODE NO.	EFFECTIVE DATE	REVISED DATE	PAGE
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MSFA employees and MSFA Members may exercise their individual rights as citizens to participate in the activities of their community, except where due to their public employment, conflicting interests may exist.

A. Permissible Political Activities

MSFA employees and MSFA Members may:

1. Express opinions on political subjects and candidates (*e.g.*, wear badges or buttons, or display stickers or posters on their car or house).
2. Take an active part in political management and political campaigns, but not on regular paid MSFA time or premises (*e.g.*, perform volunteer work for a partisan candidate, campaign committee or political party; attend political meetings or rallies; originate, circulate and/or sign petitions for candidates in a partisan election). When working for or endorsing candidates engaging in political activities, MSFA employees and MSFA Members do so as private citizens and shall not use their official job titles, or the fact that they are affiliated with the MSFA in a manner that implies MSFA endorsement or support for candidates or political causes. Regular paid MSFA time does not include vacation leave, other leave time or compensatory time off.
3. Be a candidate for a political party office even where such office is voted on in a partisan election (*e.g.*, committee member or convention delegate).
4. Be a candidate for public office in a partisan or nonpartisan election provided that (i) no conflict exists in accordance with this Code; and (ii) the candidacy in a partisan election is permitted under the federal *Hatch Act*.
5. Make financial contributions to a political party or organization, and solicit and collect voluntary political contributions so long as the employee does not coerce, command or advise another employee or MSFA Member to make such contributions, and so long as such solicitations or contributions are not made during work hours.



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B. Prohibited Political Activities

MSFA employees and MSFA Members shall not:

1. Directly or indirectly solicit or receive funds for political purposes during his/her work hours or on MSFA premises.
2. Use his/her official authority or influence to compel another MSFA Member or employee to:
 - i. Apply for membership in, or become a member of any political organization.
 - ii. Pay or promise to pay an assessment, subscription, or contribution to any political organization.
 - iii. Take part in any political activity.
3. Use the MSFA Member's or employee's official authority or influence for the purpose of interfering with, or affecting the result of, an election or nomination for office.
4. Use his/her official job title, or the fact he/she is associated with the MSFA, when working for or endorsing candidates or when running for public office, when the use of job titles or employment status implies MSFA endorsement or support of a candidate.
5. Use or cause others to use MSFA facilities, equipment, computer and e-mail systems, supplies, or premises for political activities.

C. Public Office

A MSFA employee or MSFA Member may be a candidate for partisan or nonpartisan public office provided:

1. He/she shall not campaign for such office during work hours; and
2. The candidacy does not violate the federal *Hatch Act*.



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A MSFA employee or MSFA Member who is a candidate for public office shall immediately notify the Executive Director or MSFA Chair in writing upon becoming a candidate. The Executive Director or MSFA Chair shall determine if a conflict exists with MSFA responsibilities and shall determine if the individuals' candidacy is subject to federal *Hatch Act* restrictions.

A MSFA employee elected to or appointed to a public office shall be permitted time off from his/her regular employment to attend meetings required by reason of the public office. The time off may be without pay or made up with other hours, as agreed in advance between the employee and the MSFA. When an employee takes time off without pay, the MSFA will make an effort to allow the employee to make up the time with other hours if there is no adverse impact on the employee's fulfillment of his/her job responsibilities.

The federal *Hatch Act* (Title 5, United States Code, §§1501-1508) prohibits government employees from becoming candidates for elective partisan office. The *Hatch Act* applies to MSFA's employees whose principal employment involves a MSFA activity that is financed in whole or in part by loans or grants made by the United States or a federal agency. The federal *Hatch Act* does not apply to an employee who exercises no functions in connection with a federally-financed activity, or to an employee who is a candidate in any nonpartisan election. Any employee covered by the *Hatch Act*, shall resign from MSFA employment upon becoming a candidate for elective partisan office.



EXHIBIT G

MEMORANDUM

To: MSFA Members
From: Rick Evans, Executive Director
Date: July 21, 2017
Subject: Marketing of MSFA Suites

Pursuant to the terms of the *Stadium Use Agreement*, as amended, with the Minnesota Vikings (“Use Agreement”), the MSFA has control of two suites at U.S. Bank Stadium (“Stadium”) at no cost to the public or the MSFA. The MSFA’s current suite policy, which was adopted in February 2017, states that those suites are to be used to market the Stadium to potential commercial events, as well as “mega events” such as the Super Bowl (2018) and NCAA Men’s Final Four Basketball Tournament (2019). In addition, the MSFA’s suites are to be used to market community and amateur sports entities during NFL and other significant events.

In order to meet those initiatives, staff recommends that the MSFA grant SMG, the Stadium’s operator, the ability to use the tickets in the MSFA’s suites for marketing the Stadium during NFL events, non-NFL events, and to sell the suites during MSFA events if desired.

MSFA Members have a responsibility to ensure that the Stadium is maintained in a first-class manner. As such, Members are encouraged to attend events in order to monitor operations of the Stadium during Minnesota Vikings games, as well as MSFA events. Members may utilize MSFA suite tickets in order to perform that responsibility.

If SMG uses the MSFA’s suites for Stadium marketing purposes, SMG will be required to follow the MSFA’s suite use policy and, within 72 hours after each event, will be required to provide the Executive Director with a report that includes:

- Date and name of event
- Names of guests in the suite
- Company/organization each guest is affiliated with
- Name of MSFA and/or SMG host(s)
- Detailed description of the marketing purpose

The foregoing data is subject to the *Minnesota Government Data Practices Act* (“MGDPA”), which protects the release of marketing data and, therefore, will be maintained (until deemed public under the MGDPA) for auditing purposes by the MSFA as non-public data.

When SMG uses the suites for marketing, Stadium catering and food offerings are part of the marketing experience. The MSFA recognizes the value of providing food in the suites for marketing purposes and will allow such properly documented expenditures. The MSFA will not purchase or reimburse the cost of alcoholic beverages.

If SMG sells one or both of the suites for a MSFA event, SMG will be required to sell the suite(s) at market rate consistent with SMG's *Management Agreement*.

Recommendation: *The MSFA grant SMG the authority to use the tickets in the MSFA suites for marketing purposes during NFL events, non-NFL events, and to sell the suite(s) for MSFA events, if desired.*



EXHIBIT H

MEMORANDUM

To: MSFA Members
From: Rick Evans, Executive Director
Date: July 21, 2017
Subject: Authorize Negotiation and Execution of Contract with Employment Assistance Firm

Minn. Stat. §473J.12 requires that *"...the authority shall contract with an employment assistance firm, preferably minority-owned, or owned by a disabled individual or a woman, to create an employment program to recruit, hire, and retain minorities for the stadium facility."*

The MSFA recognizes the great strides that SMG and Aramark have made in hiring and maintaining a diverse group of employees to help run U.S. Bank Stadium ("Stadium") for large and small events, and the MSFA wants to continue supporting SMG, Aramark, and other Stadium partners in recruiting and retaining a diverse group of employees.

To that end, the MSFA staff requests permission to negotiate a contract with Summit Academy OIC to continue to conduct outreach programs for potential employees at U.S. Bank Stadium.

Recommendation: *The MSFA authorizes the Executive Director to negotiate and execute a contract not to exceed \$100,000 covering the period July 1, 2017 – June 30, 2018 with Summit Academy OIC to serve as the MSFA's employment assistance firm.*



EXHIBIT I

MEMORANDUM

To: MSFA Commissioners
From: Jay Lindgren, General Counsel
Date: July 21, 2017
Subject: Appointment of MSFA Representative to SDC Group

The Stadium Act directed the MSFA to “create a stadium design and construction group, including representatives of the authority and the NFL team to manage the design of the stadium and oversee construction.” (Minn. Stat. § 4731.11, subd. 1.) This group was formally established as the “SDC Group” in the Development Agreement between the MSFA and the Minnesota Vikings. As provided in the Development Agreement, the MSFA may name “Authority Representatives” to the SDC Group by providing written notice to the Vikings. At your April 2017 meeting, you appointed Chair Blatz and Executive Director Evans as the Authority Representatives. With the appointment of Michael Vekich as the Chair, it is appropriate for the Board to appoint Chair Vekich to replace Chair Blatz.

Recommendation: *The Minnesota Sports Facilities Authority appoints Chair Michael Vekich as an Authority Representative to the SDC Group, effective July 22, 2017, and authorizes the Executive Director to provide written notice of this appointment to the Minnesota Vikings.*