



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Friday, August 16, 2019, 9:00 A.M.

U.S. Bank Stadium – Medtronic Club

401 Chicago Ave, Minneapolis, MN 55415

1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – July 19, 2019
3. BUSINESS
  - a. **Action Items**
    - i. **Authorize Negotiation for the Property Insurance Program**
    - ii. **Authorize Negotiation for the Fan Cam License Agreement**
    - iii. **Approve Gephart Contract**
  - b. Reports
    - i. Executive Director Report
    - ii. SMG Highlights of Upcoming Events
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – Friday, September 20, 2019 at U.S. Bank Stadium –Medtronic Club
7. ADJOURNMENT

**\*Items in bold require action**



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – July 19, 2019 at 9:00 A.M.  
Hennepin County Central Library  
300 Nicollet Mall, Minneapolis, MN 55401

1. CALL TO ORDER

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

2. ROLL CALL

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

3. APPROVAL OF MEETING MINUTES – June 21, 2019. See, Exhibit A.

4. BUSINESS

a. Action Items

i. **Salary Recommendations for 2019-2020**

Jim Farstad, MSFA’s Executive Director, stated Sara Noah, MSFA’s human resources consultant, researched salary data from various local units of government to assist in the recommendation for FY 2019-2020 salary increases for MSFA employees. Based on Ms. Noah’s research, she recommended that the MSFA consider a general increase of 2.5% in combination with a performance increase (with performance evaluations) of up to 3.5% for staff. Ms. Noah is assisting in the development of the performance evaluation system. See, Exhibit B.

Commissioner McCarthy requested that Chair Vekich and Mr. Farstad inform the board of the staff's final compensation increases. Chair Vekich stated that he would share that information with them.

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

*The MSFA approves a salary increase of 2.5% in combination with an additional performance increase of up to 3.5% for the three employees, based on completed performance evaluations, effective August 1, 2019.*

#### ii. Salary Increase for MSFA Executive Director

Chair Vekich stated that Mr. Farstad has demonstrated critical leadership in directing the day-to-day administration of the MSFA, creating and beginning to implement the MSFA's strategic plan, and overseeing management of the stadium operator, stadium concessionaire, and parking management company. Mr. Farstad has also developed a capital investment tracking process and implemented technology and energy savings enhancements in the stadium. Chair Vekich recommended that Mr. Farstad receive a 5.5% salary increase, increasing his salary from \$165,333 to \$174,500, effective August 1, 2019. See, Exhibit C.

Both Commissioner McCarthy and Commissioner Butts Williams thanked Mr. Farstad for his hard work this past year.

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

*The MSFA approves a 5.5% increase in the annual salary of the Executive Director, increasing the Executive Director's salary to \$174,500, effective August 1, 2019.*

b. Report Items

i. Final Four Close Out and Highlights of Upcoming Events

Chair Vekich stated that the MSFA is anticipating the final accounting from the Final Four Local Organizing Committee in late August or early September 2019. He is hoping that there will be an additional contribution to the MSFA from the Final Four Local Organizing Committee of at least \$1,000,000, but noted it would be great if the amount is higher. Chair Vekich stated that the NCAA's Final Four Men's Basketball events were a great success, and that the events ran smoothly.

Commissioner Butts Williams congratulated stadium staff on their hard work, and then asked how U.S. Bank Stadium financially compares to other venues who have hosted the event in the past. Mr. Talty stated that it is difficult to compare what each venue spends on the Final Four as expenses are different from one location to another. As an example, Mr. Talty stated that in Indianapolis, city funds are used to offset the stadium's expenses and that they also receive a portion of hotel and restaurant taxes. He also stated that in Arizona, the stadium receives all of the sales tax that is generated at the facility, which was used to offset their Final Four expenses. The cost of hosting the Final Four event at U.S. Bank Stadium was more expensive than other venues due to the complexity of the temporary seating, as it was more intricate and larger than other venues. Chair Vekich stated that the darkening solution was a capital improvement project that was accelerated for the Final Four. Chair Vekich asked Mr. Talty if the stadium was within the budget parameters, and Mr. Talty confirmed that it was.

Mr. Talty stated that U.S. Bank Stadium hosted the 2019 LCMS Youth Gathering event from July 11 through July 15, 2019. He noted that the groups began their day at the Minneapolis Convention Center, and that they arrived later in the day to U.S. Bank stadium for entertainment acts, prayer, and a Sunday service. The LCMS conference is held in a different location ever few years. The LCMS leaders stated that U.S. Bank Stadium's event day staff was the nicest staff they have encountered thus far. Mr. Talty complimented John Drum, Assistant General Manager of U.S. Bank Stadium, for spearheading a successful event without a hitch. He also noted that the LCMS event ended on Monday July 15<sup>th</sup>, and the X-Games load in process began on Tuesday July 16<sup>th</sup>. There are still many tickets left for the X-Games events, and he stated that this year, ESPN will be introducing e-gaming for fans.

After the X-Games, Mr. Talty stated that the stadium will host youth football games, charity walks, and then transition to Minnesota Vikings games.

Chair Vekich asked Mr. Talty if the X-Games will come back to Minneapolis permanently. Mr. Talty stated that he believes ESPN will take the games on the road, but is hopeful that Minneapolis will be able to host it for another year or two at U.S. Bank Stadium.

ii. Casualty Insurance Report

Mary Fox-Stroman, MSFA's Director of Finance, gave a report on the 2019-2020 Casualty Insurance Program. See, Exhibit D.

Chair Vekich asked Ms. Fox-Stroman if the insurance rates (excluding terrorism insurance) increased from previous years, and Ms. Fox-Stroman stated that the rates increased slightly.

iii. Executive Director Report

Mr. Farstad stated that the MSFA is very pleased with our new equity advisors, Tempo Creative. He stated that the second quarter equity meeting date will be announced soon, and it will be held at Tapestry Restaurant on University Avenue.

Mr. Farstad noted that stadium officials are currently working on a new perimeter for events, which would shift lines south, instead of north, and will move crowds away from the light rail tracks.

The security in the Mills Fleet Farm Ramp has increased, and security cameras and emergency call boxes will be installed in the near future. Mr. Farstad stated that the stadium is also working on finalizing the storm water maintenance project and report, U.S. Bank Stadium will then be in compliance with the city of Minneapolis' standards. Lastly, Mr. Farstad reported that there are currently 64 capital improvement projects underway, and the MSFA has issued 31 purchase orders. He noted that many of these projects will help reduce the stadium's energy costs.

5. PUBLIC COMMENTS

There were no public comments.

6. DISCUSSION

There was no discussion.

7. ANNOUNCEMENT OF NEXT MEETING

Chair Vekich announced that the next MSFA meeting will be held on August 16, 2019, at U.S. Bank Stadium in Medtronic Club at 9:00 A.M. Chair Vekich stated that he would like to consider having some MSFA board meetings within greater Minnesota, and not solely in the Twin Cities. All Commissioners supported and liked Chair Vekich's idea.

8. ADJOURNMENT

There being no further business to come before the MSFA, the meeting was adjourned at 9:38 A.M.

*Approved and adopted the 16<sup>th</sup> day of August 2019, by the Minnesota Sports Facilities Authority.*

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Tony Sertich, Secretary/Treasurer

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James Farstad, Executive Director



**MEMORANDUM**

TO: MSFA Commissioners

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

DATE: August 16, 2019

SUBJECT: Authorize Negotiation for the Property Insurance Program

On March 15, 2019, the MSFA awarded the property insurance program's brokerage services contract to Willis Towers Watson for property marketing services, policy administration and management services, and claim advocacy services.

Willis Towers Watson has been actively marketing the property insurance program. They have reached out to many insurance carriers in order to secure a program which provides the necessary coverage at the most competitive pricing possible. Several carriers have expressed an interest in the program, however the insurance quotes are not yet finalized. Willis Towers Watson will receive final quotes in early September 2019 and they will provide the MSFA with a detailed report on the policy's coverages, limitations, and premium.

The property insurance policy expires on September 18, 2019, and the new policy will need to be placed prior to the next board meeting on September 20, 2019. Staff is requesting authorization for the Chair and Executive Director to finalize negotiations and enter into a contract for the property insurance program.

***Recommended Motion:*** *The MSFA authorizes the Chair and Executive Director to finalize negotiations and enter into a contract for the property insurance program. A full insurance report will be presented at the next MSFA board meeting.*



**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

DATE: August 16, 2019

SUBJECT: Authorize Negotiation for the Fan Cam License Agreement

The Minnesota Vikings wish to enhance the fan experience with the implementation of new camera technology within U.S. Bank Stadium. This system will allow fans to share their image with others on social media sites. The Minnesota Vikings and Fan Cam are responsible for all installation costs associated with this system. The MSFA is also seeking to have rights to use the Fan Cam system for MSFA events.

This memo requests the Board's authorization for the Chair and Executive Director to finalize and enter into a Fan Cam License Agreement for the benefit of the Minnesota Vikings and any required additional agreement for MSFA use and authorization of the Executive Director to provide consent under Section 16.8 of the Use Agreement to implement the Fan Cam camera system as a supplemental communication system and enter into an agreement with the Minnesota Vikings to reflect this consent.

**Recommended Motion:** *The MSFA authorizes the Chair and Executive Director to negotiate and execute a Fan Cam License Agreement, enter into an agreement with the Minnesota Vikings to reflect this and enter into an agreement with Fan Cam for MSFA use.*



**MEMORANDUM**

TO: MSFA Commissioners

FROM: James Farstad, Executive Director

DATE: August 16, 2019

SUBJECT: Approve Gephart Contract

Gephart Electric has implemented and managed the stadium electrical infrastructure, equipment and wiring during construction, commissioning and for day-to-day operations. Some critical electrical components now need to be replaced. Due to their intimate knowledge and hands on day-to-day management of these components, MSFA recommends that Gephart Electric complete this work.

Staff requests approval for the Chair and Executive Director to negotiate and execute a contract with Gephart Electric in an amount not to exceed \$300,000.

**Recommended Motion:** *The MSFA authorizes the Chair and Executive Director to negotiate and execute a contract with Gephart Electric in an amount not to exceed \$300,000.*