



MINNESOTA SPORTS FACILITIES AUTHORITY MEETING AGENDA

Thursday, August 20, 2020, 8:00 A.M.

Zoom/Call-In Only

Zoom Link: <https://zoom.us/j/95902502036>

Zoom Phone Number: 312-626-6799

Meeting ID/Pass Code: 959 0250 2036

Pursuant to the Governor's ongoing Emergency Executive Orders, the Minnesota Sports Facilities Authority (MSFA) is holding its previously scheduled **8:00 a.m., August 20, 2020**, Board meeting via Zoom and telephonically consistent with Minnesota Statutes, Section 13D.021. The MSFA Chair has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Executive Orders and the importance of social distancing and minimizing contact with others pursuant to the Orders. **The public may monitor the meeting by downloading the Zoom video app and using the following website: <https://zoom.us/j/95902502036> If you do not have access to the video app, the public may choose to Dial-In by using the following Zoom phone number: 312-626-6799, with passcode: 959 0250 2036. Should the public want to make a public comment, they must raise their virtual hand during that portion of the meeting. In order to do this, click on the "Participant" button on the bottom of the screen, and then click on the "Raise Hand Button". The Chair will then call your name in the order it was received. The Agenda and meeting materials will be available at [www.msfa.com](http://www.msfa.com).**

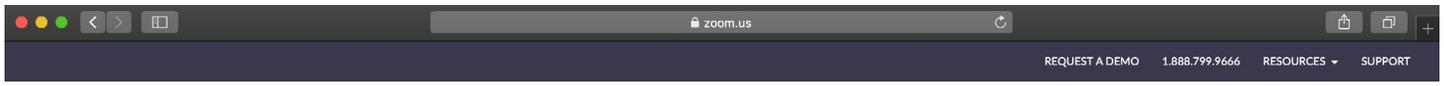
1. CALL TO ORDER
2. APPROVAL OF PRIOR MEETING MINUTES – June 22, 2020
3. BUSINESS
  - a. **Action Items**
    - i. **Authorize Negotiation for the Property Insurance Program**
    - ii. **Temporary Team Sponsorship Signage**
  - b. Reports
    - i. Status of U.S. Bank Stadium
    - ii. Executive Director's Report
4. PUBLIC COMMENTS
5. DISCUSSION
6. ANNOUNCEMENT OF NEXT MEETING – 8:00 a.m. Thursday, September 17 at Medtronic Club
7. ADJOURNMENT

**\*Items in bold require action**

# Education Guide: Getting Started on Zoom

## 1. How to Sign Up for the First Time

1. Start by going to [zoom.us](https://zoom.us).



2. On the top right corner, click on the blue “Sign Up, It’s Free” button.
3. Enter your school email address and click “Sign Up”.

### Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

4. You'll receive an email from Zoom to activate. Go to your email and click Activate Account.

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Sign In

Hello

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

Activate Account

Or paste this link into your browser:

<https://zoom.us/activate?code=>

zoom

- You'll be redirected to fill in your first name, last name, and create a password.



## Welcome to Zoom

Hi, info@diamondmountainoutfitters.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

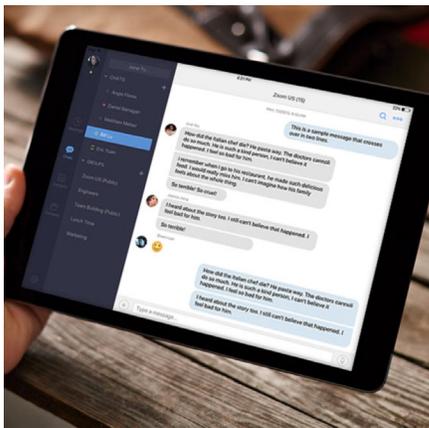
Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

[Continue](#)

- If you'd like to invite other administrators or staff members to sign up for their own Zoom accounts, you can enter their email addresses & select the "I am not a robot" checkbox. Otherwise, select "Skip this step".



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- You're good to go!

## 2. How to Download the Zoom Client



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## Download Center

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### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download [here](#).

[Download](#)

Version 4.6.7 (18176.0301)

- Start by going to <https://zoom.us/download>.
- Click the blue "Download" button under Zoom Client for Meetings to access the installer.
- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.



## Joining a meeting by phone only

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or view a [full list of international dial-in numbers](#).
2. You will be prompted to enter the [meeting ID](#) – the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and [join before host](#) is not enabled, you will be prompted to enter the [host key](#) to start the meeting, or to press # to wait if you are participant.
4. You will be prompted to enter your unique participant ID. This only applies if you have joined on the computer or mobile device or are a panelist in a webinar. Press # to skip.
5. You may be prompted to enter the meeting passcode, followed by #. This passcode will be included in the meeting invite provided by the host.

If you join by computer or mobile device later, you can enter the Participant ID to bind your phone and device session together and show your video when you speak on the phone. To enter your participant ID once you are in the meeting, enter **#Participant ID#** on your phone.

## Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

- **\*6** – Toggle mute/unmute
- **\*9** – [Raise hand](#)



MINNESOTA SPORTS FACILITIES AUTHORITY  
Meeting Minutes – June 22, 2020 at 8:00 A.M.  
Teleconference

1. CALL TO ORDER

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

2. ROLL CALL

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

3. APPROVAL OF MEETING MINUTES – May 21, 2020. See, Exhibit A.

4. BUSINESS

a. Action Items

**i. Approve Flex Stand Video Wall Project**

Mr. Farstad, the Executive Director at the MSFA, stated that on May 5, 2020 the MSFA posted a Request for Quote for 118 – 46” Samsung televisions to be used as flexible concession stand signage. This new signage will provide Aramark with the flexibility to change the menu boards at each concession stand to cater to the different events hosted at U.S. Bank Stadium. See, Exhibit B.

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

*The MSFA authorizes the Chair and Executive Director to enter into a contract with Albrecht Sign Company for the Flex Stand Video project in the amount of \$259,294.00.*

**ii. Approve Contract with Time Share Systems, Inc. for Annual Stadium Event Parking**

James Farstad, the MSFA's Executive Director stated that the MSFA developed a parking plan for Viking's games that includes the two parking facilities it owns (Mills Fleet Farm Parking Ramp and the Downtown East (DTE) Parking Ramp), leased space from Hennepin County, and leased space from Timeshare Systems, Inc. The plan designated 963 spaces at the Mills Fleet Farm Parking Ramp, 452 spaces at the DTE Parking Ramp, 150 leased spaces from Hennepin County Medical Center, and up to 935 leased spaces from Timeshare Systems, Inc. on game days for the premium seating patrons. See, Exhibit C.

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

*The MSFA approves and authorizes the Chair and Executive Director to execute the agreement with Timeshare Systems, Inc. for the use of up 935 game-day parking spaces, for a contract amount not to exceed \$434,981.25.*

**iii. Approve MSFA 2020-2021 Budget**

Ms. Fox-Stroman, the Director of Finance as the MSFA, presented the 2020-2021 Budget for the fiscal period from July 1, 2020 to June 30, 2021 for the Operating account, Capital Reserve account, and the Concession Capital Reserve account. The budget included a narrative that presents highlights of each account and the line item budget. See, Exhibit E.

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

*The Minnesota Sports Facilities Authority adopts the attached 2020-2021 Budget for the fiscal period from July 1, 2020 through June 30, 2021 for the operating account, the capital reserve account, and the concession capital reserve account. The Authority authorizes the Chair and the Executive Director to make adjustments to the detailed revenue and expense budget lines within the operating account budget and to adjust the project budgets within the capital reserve project budget and concession capital project budget.*

#### **iv. Snow Gutter Repairs Contractor**

Mr. Farstad stated that On April 15, 2018 a large snow fall caused damage to the interior walls, drains, and cameras in the snow gutter on the south side of the stadium. The MSFA notified its property carrier and submitted an insurance claim for this damage. A RFP was published on May 19, 2020 to attract proposals for the snow gutter repairs, and the MSFA received only one proposal, which was shared with the insurance adjuster and is currently under review. The project will need to be completed by November 2, 2020. See, Exhibit F.

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

*The Minnesota Sports Facilities Authority authorizes the Chair and the Executive Director to finalize negotiations and execute a contract with the selected contractor for the snow gutter repairs and the other repairs for an amount not to exceed \$2,500,000.*

#### **b. Report Items**

##### **i. 3<sup>rd</sup> Quarter Budget Report March 31, 2020**

Ms. Fox-Stroman provided the MSFA board with a Q3 Budgetary Comparison Report for the period from July 1, 2019 through March 31, 2020 for the MSFA's operating account, capital reserve account, and concession capital reserve account. See, Exhibit G.

##### **ii. Casualty Insurance Report**

Mary Fox-Stroman, Director of Finance at the MSFA, gave a casualty insurance report to the MSFA board. Ms. Fox-Stroman stated that CBIZ marketed the MSFA's casualty insurance program to several carriers to obtain competitive pricing on the various lines of insurance for the policy period from June 17, 2020 through June 17, 2021. However, not all markets contacted by CBIZ were willing to provide a quote, as some markets had more restricted coverage terms than desired, and other markets had significantly higher pricing. After receiving the quotes, then CBIZ aggressively negotiates better pricing and improved terms for the various policies. See, Exhibit H.

Ms. Fox-Stroman then asked Ms. Gwen McFadden, Account Executive at CBIZ, to provide the board with an update as well. Ms. McFadden stated that insurance companies are now removing Covid-19 from their policies, except from

their worker's compensation insurance. She noted that CBIZ received quotes and is working with 35 different insurance companies to get the MSFA the best rates, but all of the companies would not remove the Covid-19 exclusion from their policies. All companies stated that their reasoning for removing the Covid-19 policy is that it is impossible to prove where a person may have contracted the Coronavirus.

Mr. Vekich asked Ms. McFadden if any of the coverage has been dropped, and Ms. McFadden stated that no coverage has been dropped, the MSFA has just switched carriers.

Commissioner Butts Williams asked Ms. McFadden if any additional insurance companies were marketed this year, and Ms. McFadden stated that they reached out to Endurance Insurance and American Specialty Insurance, which have not been marketed in previous years.

*The MSFA approves the 2020-2021 Casualty Insurance Report. The property insurance program will be presented at a future board meeting.*

### **iii. Status of U.S. Bank Stadium**

John Drum, Interim General Manager of U.S. Bank Stadium, provided the MSFA board with a stadium update. He stated that ASM Global is continuing to maintain both the inside and the outside of the stadium, including managing all interior mechanical systems as well as the exterior construction of the metal panel repairs. He noted that due to Covid-19, no major events (other than the NFL season) are scheduled for the near future, but many have been rescheduled for 2021, including Kenny Chesney in June of 2021 and Def Leopard/Motley Crew in July 2021. Mr. Drum stated that ASM Global is following the recommendations of the State of Minnesota, the City of Minneapolis, and the CDC, and noted that staff who are able to work from home are continuing to doing so, and only essential U.S. Bank Stadium employees are currently working in the building. When those employees arrive, their entrance is contingent upon their agreement to wear a face covering at all times, a temperature check, and passing a Covid-19 medical survey at the door. Mr. Drum then announced that ASM Global is releasing a program called "VenueShield", which is a reactivation guide that will provide employees with the best practices on how to open the stadium safely in six different categories. Those categories include: Environmental hygiene, Workforce Safety, Food Safety, Technology& Equipment, Customer Journey, and Public Awareness. Lastly, Mr. Drum stated that ASM Global is looking forward to preseason football,

and that they are ready for anyone and everybody who will enter the stadium for the 2020-2021 Minnesota Viking's season.

#### **iv. Executive Director Report**

Mr. Farstad provided a construction updated of the metal panel replacement project and stated that McGrath Construction is making substantial progression on the Henry Blueskin installation, and all of their work is being inspected by Intertek to ensure it is being completed effectively. He noted that roughly 1,500 panels have been shipped to the stadium, and five trucks loads have already arrived, which contain roughly 20% of all the panels needed for project completion. The remainder of the panels that are not able to be installed before the winter season will be stored in a unit in Stillwater.

Mr. Farstad stated that the MSFA may have five additional capital projects coming up in the near future, one which is the resurfacing of the floors in the Delta 360 club. The other four projects are currently under review and may begin shortly.

Lastly, Mr. Farstad gave an update on the stadium's 5G capabilities with Verizon Wireless. He stated that Vertical Limit and Parsons Electric have begun the installation of the 5G equipment, and that the project will be completed before the Minnesota Viking's season begins.

#### **5. PUBLIC COMMENTS**

1. Constance Pepin: Ms. Pepin stated that birds are still migrating and experiencing the same hazards on their journeys and are colliding into the glass at U.S. Bank Stadium. She noted that the study completed by Dr. Scott Loss showed that hundreds of birds collide with the Stadium glass every year and that the majority of the birds die.

Ms. Pepin stated that last time she was in contact with the MSFA, a meeting had been set up with Doctor Michael Measure from the Fatal Light Awareness Program in Toronto to discuss the retrofit options identified in Audubon Minnesota's Final Report on Dr. Loss' study, but the meeting was cancelled due to Covid-19. However, she has learned much about cyber-communication via Zoom and Skype, and knows that Mr. Measure is anxious to visit with the MSFA virtually. Ms. Pepin hopes the MSFA

will arrange a meeting as soon as possible to discuss his knowledge of bird collision and the options the MSFA can take to make the Stadium safe for birds.

6. **DISCUSSION**

There was no discussion.

7. **ANNOUNCEMENT OF NEXT MEETING**

Chair Vekich announced that the next MSFA meeting will be held on Thursday July 16, 2020, at U.S. Bank Stadium in the Medtronic Club at 8:00 A.M., or possibly by teleconference based on the status of the Covid-19 pandemic.

8. **ADJOURNMENT**

There being no further business to come before the MSFA, the meeting was adjourned at 8:58 A.M.

*Approved and adopted the 16<sup>th</sup> day of July 2020, 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 20, 2020

SUBJECT: Authorize Negotiation for the Property Insurance Program

Willis Towers Watson, our property insurance program broker, is in the process of focusing their efforts on securing coverage for the MSFA's property insurance program. The renewal strategy is to obtain the best possible terms from the incumbent insurers (AIG and Travelers) and explore options from alternative insurers.

The current program has a layered approach whereby AIG provides the primary insurance limit of \$1 billion and Travelers provides the excess layer of \$200 million for a total policy limit of \$1.2 billion. Coverage includes terrorism, business interruption, flood, earthquake, windstorm, boiler and machinery, and replacement cost valuation. AIG and Travelers have expressed an interest in renewing this program, however their quotes are not yet finalized. Willis Towers Watson anticipates receiving final quotes within the next few weeks and then providing the MSFA with a detailed report on the program's coverages, limitations, and premiums. It is anticipated that premium increases may be in the 15% to 25% range. The pricing increase is due to the hardened condition of the property marketplace and losses incurred over the past few years.

The property insurance policies expire on September 18, 2020, and the new policies will need to be placed prior to the next board meeting on September 17, 2020. Staff is requesting authorization for the Chair and Executive Director to finalize negotiations and enter into contracts for the property insurance program.

***Recommended Motion:*** *The MSFA authorizes the Chair and Executive Director to finalize negotiations and enter into contracts 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 20, 2020

SUBJECT: Temporary Team Sponsorship Signage

The Minnesota Vikings have rights to certain sponsorship and advertising revenue from signage under both the Stadium Act and the Use Agreement. The final location of signs is subject to the approval of the Authority. This is accomplished through Board approval of a signage plan and sponsorship activation agreements. The Vikings have requested additional temporary signage within the Stadium bowl during the current NFL season as an accommodation to Team sponsors and advertisers because of the limitations on in-person attendance at Vikings games. The current proposed additional sign locations are shown in the attached document. Staff recommends authorizing the Chair and Executive Director to negotiate and enter into a temporary agreement allowing final versions of these signs to be placed in the Stadium bowl during the period of the 2020-2021 NFL season, except the temporary signage under the video boards which will be removed once fans return to the stadium.

***Recommended Motion:*** *The MSFA Board authorizes the Chair and the Executive Director to finalize and execute a temporary agreement with the Minnesota Vikings allowing additional signage in the Stadium during the current NFL season.*



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